

September 27, 2024

**RED ARROW PARK REDESIGN
REQUEST FOR QUALIFICATION**

ADDENDUM NO. 1

NOTICE TO CONTRACTORS intending to submit to the “Design Services for Red Arrow Park Improvements” Request for Qualification with a qualifying package by the submittal deadline date of Friday, October 18, 2024, at 11:00am.

The following responses to submitted questions have been consolidated when possible, and subsequent responses are organized into general categories for ease of review.

DOCUMENTATION OF PAST EXPERIENCE & QUALIFICATIONS

QUESTION

1. *Are consultant(s) allowed to provide more than 3 project profiles in total (i.e., 3 for the prime consultant and additional profiles for subconsultants)?*

RESPONSE

- The consultant(s) RFQ response should follow Section IX(A)(4), including all the pertinent information as requested. The lead consultant can provide up to three (3) relevant project profiles with one (1) of the project profiles being a full work sample based on the consultant’s judgement as to its relevance to the Red Arrow Park RFQ.
- Any subconsultant(s) being used for key tasks should have information about their experience relative to the Red Arrow Park RFQ. Any subconsultant(s) that are part of the team should limit their relative experience to three (3) pages per subconsultant. There is no page minimum.
- Submitters should clearly note the role of the lead consultant and any subconsultant(s) on the components that they will participate on related to the Red Arrow Park design services project.

QUESTION

2. *Should subconsultant(s) project profiles follow the same detailed format as the prime consultant profiles (3 pages maximum each), or can they be presented in a more concise format to maintain overall brevity?*

RESPONSE

- If subconsultant(s) are being used for key tasks, information about their experience should be provided. Brevity should also be a consideration for any consultant(s) and subconsultant(s) project profiles/experience being submitted with the RFQ packet. It should be clearly detailed the role of each consultant(s) and subconsultant(s) on the project team. There is no minimum page requirement in Section IX(A)(4) of the RFQ.

QUESTION

3. *Does the Project Team have any specific guidelines for subcontractor profiles in terms of their format or length?*

RESPONSE

- The RFQ does not contain specific guidelines for format and length. The profiles should be concise, while including adequate information to understand the work quality and the role subconsultant(s) would fulfill during the Red Arrow Park design services project.

QUESTION

4. Where should subconsultant firm profiles and capabilities be presented? Should they be included within the 3-page 'Firm Background & Experience' section, or as part of the 'Staffing' section?

RESPONSE

- Any subconsultant(s) being used for key tasks should be included in the 3-page maximum summary as detailed in *Section IX(A)(3): Firm Background & Experience*.
- Any subconsultant(s) that are part of the team for key task should have their relevant experience included in *Section IX(A)(4): Documentation of Past Experience & Qualifications*.
- Additional information about specific staff for the consultant(s) and subconsultant(s) should be included in *Section IX(A)(5): Staffing*.

QUESTION

5. *What is the overall page limit for Section 4?*

RESPONSE

- The RFQ does not have an overall page minimum or maximum limit for Section IX(A)(4). To maintain brevity, the submitted package should follow the maximum project/page limits for the lead consultant(s) and subconsultant(s). The lead consultant can provide up to three (3) relevant project profiles with one (1) of the project profiles being a full work sample. Any subconsultant(s) being used for key tasks should have information about their experience relative to the Red Arrow Park RFQ. Any subconsultant(s) that are part of the team should limit their relative experience to three (3) pages per subconsultant.

QUESTION

6. *Is there a maximum number of projects that can be included as examples?*

RESPONSE

- The maximum number of project profiles will be determined based on the consultant teams' composition. For the lead consultant, a maximum of three (3) projects can be included with one of them being a full work sample. If a subconsultant is used for a key task, the RFQ package may include up to 3 pages for each subconsultant.

QUESTION

7. *Can the Project Team clarify what information you are looking for in the "full sample" example or how it is different from the 3-page examples?*

RESPONSE

- There are not set expectations for the full work sample. The full sample provides an opportunity for a consultant to provide a full deliverable that may have been provided for a different, but relevant project. The three (3) page project examples offer an opportunity to highlight up to two (2) additional relevant projects that the consultant has been involved in completing.

QUESTION

8. *Can you please clarify what content should be included as a full sample of one of the three projects. Are there page size or format limitations to the sample?*

RESPONSE

- There are not set requirements for the full sample as part of the RFQ and it may differ depending on the submitting consultant(s). The full sample provides an opportunity to provide a full deliverable that may have been created for a different, but relevant project.

QUESTION

9. *Are all consultants on the team restricted to presenting only the 3 projects within the 3-page maximum per project requirement, or can additional project examples be provided by subcontractors?*

RESPONSE

- There is not a maximum number of projects that can be included as examples. The maximum number of projects may be determined based on the consultant teams' composition. For the lead consultant, a maximum of three (3) projects can be included with one of them being a full work sample. If a subconsultant is used for a key task, the RFQ package may include up to 3 pages for each subconsultant.

QUESTION

10. *Could you please clarify what is expected as a full sample? Is the Project Team looking for a complete set of design documents, a detailed case study, or another format?*

RESPONSE

- There are not set requirements for the full work sample as part of the RFQ and it may differ depending on the consultant(s). The full work sample provides an opportunity for consultant(s) to provide a full deliverable that may have been created for a different, but relevant project.

QUESTION

11. *Can full resumes (½-1 page) be included for subcontractors in addition to the required company and contact information?*

RESPONSE

- The submitter should work to incorporate all the pertinent information in the 1-page limit.

60% PRELIMINARY CONSTRUCTION DRAWING DELIVERABLE

QUESTION

1. *The 60% preliminary construction drawings will become the property of Milwaukee Downtown BID #21, the consultants anticipate they will be used for future planning, eventual plan completion, etc., and will not be used as construction documents for contractor bidding, please confirm.*

RESPONSE

- The 60% drawings will not be used as construction documents for contractor bidding. The goal of the Project team is to achieve drawing deliverables that are 60% complete to allow for a thorough understanding of the feasibility and to establish confident cost estimates.

QUESTION

2. *The consultants assume the 60% preliminary construction drawings are drawings only and do not include CSI specifications per discipline. Please confirm.*

RESPONSE

- The 60% preliminary construction drawings are only drawings with the intention to allow the Project Team to thoroughly understand the feasibility and to work with the consultant(s) to establish a potential construction budget with reasonable confidence.

QUESTION

3. *Is the intent to use the 60% drawings at the end of the project for permitting or just for zoning board approval?*

RESPONSE

- The 60% drawings will not be used for permitting or zoning board approval.

QUESTION

4. *Is there a plan for execution of the project beyond the 60% issuance?*

RESPONSE

- Execution of the project beyond the 60% drawings will depend on available funding and would be separate from this RFQ process.

QUESTION

5. *Could you please clarify the expected level of technical detail for this deliverable?*

RESPONSE

- The 60% preliminary construction drawings are only drawings with the intention to allow the Project Team to thoroughly understand the feasibility and to work with the consultant(s) to establish a construction budget with reasonable confidence.

RATES & REIMBURSABLE EXPENSE

QUESTION

1. *Is the Project Team looking for a full fixed fee proposal and work plan to be included in the proposal content for the scope of work?*

RESPONSE

- The intention is not to provide a full fixed fee proposal, but rather a thorough understanding of how the project budget will be distributed amongst the major expenditure categories. This should include a detailing of the hourly rates for consultant and subconsultant staff devoted to the efforts outlined in the RFQ's Proposed Scope of Services. In addition, the response to this Section should also include anticipated fees and reimbursable expenses.

QUESTION

2. *To inform anticipated fees and reimbursables, is there a set number of meetings that should be assumed for the project team?*

RESPONSE

- The RFQ does not stipulate a set number of meetings. The consultant(s) can review *Section VII. Tentative Schedule and Milestones* in the RFQ document and use it as a guide in determining a likely number of meetings that may be needed to meet the intent to achieve the project goals from initiation through the final deliverables.

QUESTION

3. *Does the fee proposal require an estimate of total hours per staff member, or just a percentage distribution of the work between team members?*

RESPONSE

- The intention is not to provide a full fixed fee proposal, but rather an understanding of how the project budget will be distributed amongst the major expenditure categories. This should include information on the hourly rates for consultant(s) and subconsultant(s) staff devoted to the efforts outlined in the RFQ's Proposed Scope of Services. In addition, the response to this Section should also include anticipated fees and reimbursable expenses.

CONSTRUCTION & ADDITIONAL DESIGN BUDGET

QUESTION

1. *Does the Project Team have an overall construction budget established?*

RESPONSE

- There is not an established construction budget at this time. The preliminary construction budget will be established through the work with the consultant(s) as a preferred alternative is selected through the process outlined in this RFQ.

QUESTION

2. *Will there be funding available to continue the design beyond the Concept Drawing phase?*

RESPONSE

- The project requires 60% drawings as one of the final deliverables. Executing advanced design beyond this deliverable will be determined by available funding separate from this project process.

QUESTION

3. *What is the plan to execute the project from 60% to full 100% construction drawings, will that phase include construction documents and construction administration services? If yes, will that be in another RFP?*

RESPONSE

- The RFQ requires 60% drawings as one of a final deliverable. Executing 100% construction drawings will be determined by available funding. It is undetermined at this time the process to be used to advance the plans beyond the 60% drawings that are a deliverable as part of this project.

PUBLIC ENGAGEMENT

QUESTION

1. *What role and responsibilities/ level of involvement should the consultant anticipate the Project Team providing in the public engagement process?*

RESPONSE

- The Project Team would assist the consultant(s) in public engagement by using tools that are typically available for other projects (website, social media, and some staff time) but it is the expectation that the selected consultant(s) team would design, lead and manage the public engagement process.

QUESTION

2. *What engagement has been completed to date with Dontre Hamilton's family and the Red Arrow Veterans' organizations regarding changes to Red Arrow Park and the monuments?*

RESPONSE

- Red Arrow Park is an important site of tribute, remembrance, and assemble. As such, the thoughts of the stakeholders will be an important consideration throughout the planning and design process. The current monuments that are located within the park were designed with participation of the Hamilton family and the Red Arrow Veteran community. It is expected the stakeholder groups will be involved in the design recommendations process.

QUESTION

3. *Can you provide a list of key stakeholders and public engagement groups for this project?*

RESPONSE

- The Project Team intends to work with the selected consultant(s) to identify key stakeholders and public engagement groups.

ICE RINK SPECIFIC QUESTIONS

QUESTION

1. *Is there a snow melt pit inside the resurfacer room? Is the pit permanent or temporary?*

RESPONSE

- Yes, the snow melt pit is inside the resurfacer room and it is permanent.

QUESTION

2. *What manufacturer and model of resurfacer is used?*

RESPONSE

- The resurfacer is a Zamboni-440.

QUESTION

3. *Are there any concerns or issues with the ice rink floor system or refrigeration system?*

RESPONSE

- The ice rink floor is a chilled concrete slab of only 5.5" thickness with variations related the headers. The ice rink chilling coils are only 1.25" at the maximum depth below the top of the concrete surface which presents potential damage to the system caused by the use of the rink. The entire ice rink (floor, cooling system, and all appurtenant infrastructure) is approaching the end of its useful life and should be considered for replacement.

QUESTION

4. *Are there any plans to replace the existing R-22 based refrigeration system?*

RESPONSE

- The current cooling system runs on R-22 but since the production and the import of R-22 is no longer possible in the United States. Consultant(s) could envision a replacement of this refrigeration system.

QUESTION

5. *When does the rink start up in the fall and shutdown in the early spring or late winter?*

RESPONSE

- The ice rink is currently operated when seasonal outdoor temperatures allow for the continued freezing of the ice surface. Typically, the rink has opened in the first week of December and continued operation until the end of February.

QUESTION

6. *What is the maximum temperature that the ice rink floor can operate at and still have skateable ice?*

RESPONSE

- 55 degrees.

QUESTION

7. *What events are held on the ice surface during the summer?*

RESPONSE

- The concrete surface of the skating rink is used for special events in the summer and roller skating when events are not programmed. The thickness of the concrete surface prevents heavy use such as vehicle access or infrastructure like concert stages.

QUESTION

8. *Are there any current recommendations for improvements to the ice rink floor, refrigeration system or railing system around the rink floor or will this be something the consultant team establishes?*

RESPONSE

- With the ice skating rink infrastructure nearing the end of its useful life, the RFQ is soliciting consultancy services to generate ideas and alternatives for the future of Red Arrow Park.

QUESTION

9. *Are there any changes that the Project Team want or need to the Ice Rink?*

RESPONSE

- The RFQ is soliciting consultancy services to generate ideas, concepts, and alternatives for the future of Red Arrow Park, which might include the complete re-envisioning of infrastructure and services provided within Red Arrow Park.

QUESTION

10. *Is the existing ice rink in good operating order? This question is to better understand the ice rink scope if it is proposed as “existing to remain”.*

RESPONSE

- The park infrastructure, related to the ice rink including the MEP systems is approaching the end of its useful life. As such, proposals could include ideas, concepts, and alternatives for replacing existing infrastructure with newer in-kind systems or a complete re-design of services and uses within the park.

OVERALL BUDGET

QUESTION

1. *Does the \$400,000 budget for design service consultant include engineering and/or sub-consultant fees for items such as the ice rink?*

RESPONSE

- The \$400,000 total budget includes all consultant(s), sub-consultant(s), and engineering work necessary to achieve the project goals and deliverables.

QUESTION

2. *Would the Client consider execution of the topographic survey as an additional service outside of the \$400,000 maximum professional services fee?*

RESPONSE

- Any surveys required to achieve the intent of this project shall be produced within the allowable \$400,000 total budget.

QUESTION

3. *Given the community engagement envisioned for the project, is it possible to fund these services separately?*

RESPONSE

- Any public engagement required to achieve the intent of this project shall be produced within the allowable \$400,000 total budget.

GENERAL QUESTIONS

QUESTION

1. *Would the Project Team consider hosting a pre-submittal conference call or meeting to allow potential respondents to gain additional clarity on the project goals?*

RESPONSE

- The Red Arrow Park design services project is a Request for Qualifications (RFQ). The Project Team has elected not to host a pre-submittal conference call or meeting. Please refer to pages 3 – 4 of the RFQ document for the general list of project goals.

QUESTION

2. *Can access be made available to give consultants access to the refrigeration/ mechanical room?*

RESPONSE

- Access to the refrigeration/mechanical room cannot be provided during the RFQ process. The selected consultant(s) team will be provided access as deemed necessary during the design services process.

QUESTION

3. *Is there a directive or preference to keep existing area lighting or pursue new fixtures to establish a unique identity to the park (and maybe surrounding area)?*

RESPONSE

- The Milwaukee harp is generally used for pedestrian level lighting in streetscape projects to maintain a consistent “Milwaukee” identification throughout the city, however, consultant(s) may propose alternate lighting fixtures in place of or in addition to Milwaukee Harps.

QUESTION

4. *Is there an expectation for permanent color changing or special effect lighting either for the ice rink or areas of entertainment?*

RESPONSE

- Consultant(s) may propose permanent color changing or special effect lighting, although there is not a specific requirement to do so.

QUESTION

5. *Are there any expectations for upgrades to the warming/concession building MEP systems that need to be included in scope?*

RESPONSE

- The park infrastructure including the MEP systems is approaching the end of its useful life. As such, consultant(s) could include ideas for replacing existing infrastructure with newer in-kind systems or a complete re-design of services and uses within the park.

QUESTION

6. *The document is identified as a Request for Qualifications; however, page 14 indicates hourly rates and reimbursable expenses as part of the evaluation criteria and pages 16-17 make reference to proposals. Please confirm this is a Request for Qualifications, rather than a Request for [Fee] Proposal.*

RESPONSE

- The project is a Request for Qualifications (RFQ). The Project Team is seeking to understand the distribution of the project budget amongst the major expenditure categories.

QUESTION

7. *Are there any site features that must remain in place (ex. existing trees)?*

RESPONSE

- The RFQ is soliciting consultancy services to generate ideas and concepts for the future of Red Arrow Park, which might include the complete re-envisioning of infrastructure and services provided within Red Arrow Park.

QUESTION

8. *The inclusion of water features is listed in Recommendation 34 of the Connecting MKE Plan “Include water features in downtown public spaces to highlight Milwaukee as a “water-centric city”. Is a water feature desired at Red Arrow Park?*

RESPONSE

- The Connecting MKE Plan is a vision for development of all of Downtown Milwaukee including public park spaces. The recommendations from the Plan are conceptual and ideas for Red Arrow Park could include a water feature, but this is not a requirement. It is anticipated that specific design recommendations and decisions will be made throughout the planning process.

QUESTION

9. *What type of park activation is desired on the roof of the coffee shop building?*

RESPONSE

- It is anticipated that specific programming and activation recommendations will be made throughout the planning process and informed through the public engagement process.

QUESTION

10. *Our firm qualifies as a small business under SBA standards, which we understand contributes to Milwaukee County's Targeted Business Enterprise (TBE) goal for this project. Is it acceptable if our SBA SAM registration is still in progress at the time of proposal submission, as long as registration is complete prior to any award?*

RESPONSE

- The consultant(s) should submit supporting documentation as part of the response to Section 7 on Page 13 of the RFQ.

QUESTION

11. *Can you please provide another TBE firm link?*

RESPONSE

- Paste the following address into the web browser: app.mylcm.com

QUESTION

12. *There are mentions of 'improved revenue generation' and 'new commercial opportunities' desired for the park; does the Project Team anticipate the need for a park's operations and management plan as a deliverable?*

RESPONSE

- An operations and management plan for proposed new uses is not a requirement of the RFQ. The consideration of long-term operations and maintenance are an important consideration in generating recommendations on future new park uses.

QUESTION

13. *Is there a current operator for the ice rink? If so, who is it and is it desired that they will continue to serve in that capacity in the future after the park is redesigned?*

RESPONSE

- The ice rink is currently operated by Milwaukee County Parks. It is not necessary for Milwaukee County Parks to be the operator of the ice rink or any other future new services in the future.

QUESTION

14. *Are there stormwater capture requirements to reduce pressures on combined sewer that will need to be met on site?*

RESPONSE

- There are no specific requirements related to stormwater capture as part of this project.

QUESTION

15. *Will the project be pursuing any sustainable or green certifications and what is the consultant role in these?*

RESPONSE

- There are no specific requirements related to sustainability or green certifications as part of this project.

QUESTION

16. Is there an expectation of the number and/or types of graphics (number of perspectives, model, videos) to be used for project marketing?

RESPONSE

- There are no set requirements as to the number or types of graphics to be used for project marketing. The consultant(s) should determine the graphics and quantities that are necessary to adequately portray concepts and recommendations throughout the process for proper community engagement and to meet the expected project deliverables.

QUESTION

17. Are there existing model information/files that will be provided for the site and surrounding city buildings?

RESPONSE

- There are not existing models for the site and surrounding City buildings. The consultant(s) should refer to the RFQ Attachment document for publicly accessible maps and imagery.

QUESTION

18. Is it expected that there will be cost estimates at every phase?

RESPONSE

- As the consultant team develops concepts, it is anticipated high level cost estimates may be included to assist the Project Team and project stakeholders understand the feasibility of various concepts and alternatives. It is anticipated that refined cost estimates will be developed for alternative(s) that advance through the public engagement process to continue informing the feasibility for the Project Team and stakeholders. It is further anticipated that the 60% drawings of the preferred alternative would provide the detail necessary to develop a confident cost estimation for the recommended project implementation.

QUESTION

19. Will there be any construction administration scope included in this project?

RESPONSE

- Construction administration is not part of the scope in this project.

QUESTION

20. If the 17% TBE requirement is not met does that result in an automatic disqualification, or does it just impact the 10 points associated with that evaluation item?

RESPONSE

- Please refer to Section IX(A)(7) of the RFQ for the intention of the TBE requirements. Submitting consultant(s) should document their efforts to meet the intended TBE requirements.

QUESTION

21. Is the Project Team planning on the fundraising efforts after the Concept phase? Should the proposal include graphics package to support fundraising efforts?

RESPONSE

- Fundraising efforts are not part of the scope of this project. However, it is expected the deliverables will produce graphics and other information that may be repackaged to portray the preferred design alternative to stakeholders.

QUESTION

22. Are the Connec+ing MKE concept plan proposed improvements to be taken into consideration as part of this project?

RESPONSE

- The conceptual rendering contained in the Connec+ing MKE Plan are intended only as a high-level guide. The renderings and information in Connec+ing MKE are intended only as a general illustration and should not be considered the only or a final design solution.

QUESTION

23. Are wayfinding and signage desired scopes for the project that should be included in the proposal?

RESPONSE

- Wayfinding and signage are not specifically required as part of the scope in this project. However, the consultant(s) shall make its determination if it is believed this is a component of the proposed alternatives necessary achieve the project goals.

Sincerely,

Red Arrow Park Project Team