



**CITY OF SANDPOINT  
Request for Qualifications**

**DESIGN SERVICES – WAR MEMORIAL FIELD**

**QUESTIONS & ANSWERS - FINAL**

DATE: November 4, 2019

PROPOSALS DUE: **Thursday, November 07, 2019, no later than 2:00:00 PM PST**

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1. **QUESTION:** Since it is very common for landscape architects or architects to be the lead consultant for a project of this type (utilizing engineers as sub-consultants) is there a specific reason that parts of the RFQ and specifically EXHIBIT A makes reference only to engineers. The RFQ also notes in Part 2, page 4/8, the requirement that professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. In the State of Idaho, architects and landscape architects are also required to be licensed to practice professionally. Would the City consider amending the RFQ to substitute 'licensed professional' for references to 'engineer' or at least acknowledge in writing that another licensed discipline may lead this work? The way the RFQ is currently written, suggests or could be interpreted that the City is expecting this to be an engineer led project.

**ANSWER:** See Addendum No. 1.

2. **QUESTION:** Do you know if the City has initiated the site/topo survey for Memorial yet?

**ANSWER:** Yes. The City has contracted with a surveyor to perform topographical mapping of the project area. The work is anticipated to be completed no later than November 27, 2019.

Exhibit A of the RFQ, Section A1.02.2 references "Provide any necessary field surveys and mapping for Engineer's design purposes." The intent of this requirement is to account for any field surveys and mapping deemed necessary by the Engineer, in addition to the City-provided mapping.

3. QUESTION: Has a site survey been completed by the City? Collecting survey information in the winter can be problematic and important elements can be concealed by snowfall. This will be important to have available, or to schedule at the onset of the Evaluation Phase of work.

ANSWER: See Question & Answer No. 2.

4. QUESTION: There are several coordination efforts that will need to be addressed very early in the project in order to meet the schedule, including interfacing with the Festival at Sandpoint with regards to structural engineering design of anchorage points for the main tent. With the recent tumult in the Festival organization, is there a contact point that will be available to provide this information in a timely manner?

ANSWER: Yes; the City will serve as the primary point of contact and facilitate coordination with all stakeholders.

5. QUESTION: In the Scope of Services, under A1.01.A.1, reference is made to the Owner's requirements for the project, including design objectives, constraints, space, capacity and performance requirements, etc? Have these requirements been established and will they be available at the onset of the work after consultant selection?

ANSWER: Section A1.01.A.1 requires that the Engineer "...define and clarify Owner's requirements for the Project..." All established information has been provided with the RFQ, as a Reference Document.

6. QUESTION: In the Scope of Services, under A1.01.A.6, reference is made to an environmental assessment for the project, and mitigating measures that may be required. Has this assessment been completed, and is it available for review prior to submitting our Qualifications response?

ANSWER: No. All existing information has been provided with the RFQ, as a Reference Document.

7. QUESTION: Did Greenplay provide a report on the project contents specific to Memorial Field, describing the facility, and supporting the cost estimate in narrative form?

ANSWER: All existing information has been provided with the RFQ, as a Reference Document.

8. QUESTION: Page 2 of 8, A – Purpose: In the first sentence you reference "... provide professional engineering services. . ." Are you only accepting qualifications from engineering firms?

ANSWER: See Addendum No. 1.

9. QUESTION: Page 3 of 8, D – Scope of Services: Should Phase I also include requirements that the project provide for a playable football/soccer field surface, field lighting, and scoreboard since the first scheduled use of the field is the 3rd week of August Fall 2020?

ANSWER: See Addendum No. 1.

10. QUESTION: Page 1, Exhibit A, Part 1 – Basic Services: A1.01 Evaluation Phase, Item A6 notes "... including, but not limited to mitigation measured identified in an environmental assessment for

the project.” Has an environmental assessment been completed, or is the consultant expected to provide this service? And, if so, has the proposed schedule allowed for this effort? This seems to conflict with direction given on page 4 of Exhibit A, Part 2 – Additional Services, A2.01, A4 which notes “preparation or review of environmental assessments and impact statements are not part of Basic Services.”

ANSWER: All existing information has been provided in the RFQ, as a Reference Document. At this time, the City assumes an environmental assessment is not required. Exhibit A, Part 2 is accurate and applicable in the event the Engineer determines an environmental assessment is necessary and the City elects to extend such services to the Engineer.

11. QUESTION: Page 2, Exhibit A, Part 1 – Basic Services: A1.02 Preliminary Design Phase, Items A5 and A6: Are references to deliverable dates intentionally left blank or are they intended to be addressed following consultant selection and notice to proceed?

ANSWER: Section D of the RFQ specifies “See Exhibit A for a *preliminary* Scope of Services, with deadlines specific only to Phase I.” The final terms of Exhibit A will be negotiated with the Engineer prior to executing a contract and in a manner consistent with the timelines provided in the RFQ.

12. QUESTION: Does the City intend this project to be a Design-Bid-Build delivery system?

ANSWER: Yes.

13. QUESTION: Has the site been fully surveyed for property boundaries and topographic information yet, or will that be part of the consultant’s services?

ANSWER: See Question & Answer No. 2.

**(End of Questions & Answers)**