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DATE: November 19, 2007

TO: All Proposers
Request For Proposals #107125: Lake View Park Master Plan

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received:

Question #1: I am inquiring as to the county's budget for the master plan design services for the Lake View Hill County Park Master Plan.

Answer #1: The budget is \$15,000.

Question #2: Who will lead the physical park design process? In the scope introduction, one of the services listed is provision of 'conceptual master plan alternatives'. But under scope task 4 – deliverables, it is stated that the county will produce all maps and exhibits, and similarly for task 5. Dido for task 2 – site analysis graphics. There is also language that the consultant will 'coordinate development of plan graphics'. It reads as if County staff will handle at least a portion of the design process. Or will the County staff just create the final polished graphics based on the consultant's conceptual drawings? Please clarify design role of consultant.

Answer #2: The consultant will lead the physical park design process, including the preparation of all graphics, maps, drawings, and exhibits for the public information meetings and for inclusion in the final master plan report.
Below are the specific changes to the RFP that detail the scope and deliverables for the park master plan design process:
Site Inventory and Analysis

- Identify key natural resource features, facilities, and site conditions for site inventory analysis considerations (with assistance from Dane County Parks).

Deliverables:

- √ Convene and facilitate 1 meeting with Dane County Parks staff for assistance

- on the site inventory and analysis.
- √ Generate an exhibit or series of exhibits for the public information meeting that visually depict the key natural resource features, facilities, and site conditions for site inventory analysis considerations. The consultant will be responsible for producing all computerized drawings or maps, including the necessary data files. Dane County will provide existing County GIS data upon request.
 - √ Prepare a written summary of opportunities and constraints based on site inventory and analysis to Dane County project manager.
 - √ Submit electronic and hard copies of the exhibits and written summary to Dane County project manager.

Task 4 - Preliminary Plan Development

- Provide 1 conceptual master plan for Lake View Hill County Park based on site research, site inventory & analysis, and public input.

Deliverables:

- √ Convene and facilitate one meeting with Dane County Parks staff for the development of a conceptual master plan.
- √ Design and generate one conceptual master plan graphic for the public information meeting. The consultant will be responsible for producing the computerized drawing or map, including the production of all necessary data files. Dane County will provide existing County GIS data upon request.
- √ Prepare a written summary of proposed conceptual master plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance, development, and environmental interpretation of natural resources and cultural/historic elements. Summary should also include considerations for inclusion in the Dane County Human Services Department Campus Master Plan.
- √ Submit electronic and hard copies of the conceptual master plan graphic and written summary to Dane County project manager.

Task 5 - Final Draft Master Plan

- Identify and achieve consensus for a final draft park master plan based on prior conceptual master plan and public input.
- Provide final master plan for Lake View Hill County Park.

Deliverables:

- √ Convene and facilitate 1 meeting with Dane County Parks staff and up to 3 meetings as needed with other stakeholders to reach consensus on a final **draft** master plan.
- √ Design and generate 1 final **draft** master plan graphic for the public information meeting.
- √ Design and generate 1 final master plan graphic for inclusion in master plan report.
- √ The consultant will be responsible for producing the computerized drawings or maps for the final master plan graphics, including the production of all necessary data files. Dane County will provide existing County GIS data upon request.

- √ Prepare a written summary of proposed final draft master plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance, development, and environmental interpretation of natural resources and cultural/historic elements. Summary should also include considerations for inclusion in the Dane County Human Services Department Campus Master Plan. Provide electronic and hard copy of written summary to Dane County project manager.
- √ Submit hard copies and electronic copies of the final master plan graphics and written summary to Dane County project manager.

Question #3: In what form other than the already completed plans and studies is the history of the sanitarium site available? Would research into this topic require independent searching of newspaper articles, interviews with any surviving staff from the 1960s, searching of County flat files for historic site plans, etc... or are there already convenient files on-hand in a County office that simply need to be gone through and summarized?

Answer #3: The consultant would **not** be responsible for doing an independent research of the history of the sanitarium site, yet would be responsible for summarizing the history of the sanitarium site based on completed plans/studies provided by Dane County. Dane County will provide 25-page environmental audit of the sanitarium property titled, “A Phase I Environmental Audit of a Portion of the Old Lakeview Sanatorium Property in Madison, Dane County, Wisconsin” prepared by Philip H. Salkin, Archaeological Consulting and Services, Inc. In addition, Dane County will provide the consultant with an in-depth study of the archeological/cultural/historical aspects of the property that will be underway and completed concurrently with the master planning process.

Question #4: How much emphasis should be placed by the consultant on creation of specific planting species recommendations? Are detailed plant lists desired for restoration areas, or will more general plant community descriptions suffice for the master plan? Does the previously completed ‘Vegetative and Habitat Assessment’ study document existing plant species for the entire site, or will similar work be needed for the southern portion?

Answer #4: The consultant will not be responsible for creating specific planting species recommendations. This will be handled outside of the master plan by Dane County through individual, detailed vegetation management and restoration plans.

Question #5: Can we have a copy (digital preferred) of the Phase I Environmental Audit of Lakeview sanatorium, by Salkin, before the RFP’s are due?

Answer #5: Yes, a copy of the Phase I Environmental Audit of Lakeview Sanatorium can be downloaded from our ftp site. Please follow the download instructions below.

FTP Instructions

Internet Explorer Users

1. Type the URL (web address): <ftp://daneftp.co.dane.wi.us>
2. Use the name - lcdftp and password - lcdftp1
3. Go to the LWRD/Outgoing/Sara directory
4. Right-mouse click on the file you want to download and select Copy to Folder
5. Scroll to the directory you want to download to and select OK

Netscape Users

1. Type the URL (web address): [<ftp://lcdftp:lcdftp1@daneftp.co.dane.wi.us>](ftp://lcdftp:lcdftp1@daneftp.co.dane.wi.us)
(you must do this as there is no anonymous access)
2. Go to the LWRD/Outgoing/Sara directory
3. Left-mouse click on the file you want to download and select save to disk
4. Scroll to the directory you want to download to and select save

Question #6: Can we have a copy of the Vegetative and Habitat Assessment by Applied Ecological Services before the RFP's are due?

Answer #6: A copy of the Vegetative and Habitat Assessment is available on our ftp site. In addition, copies of the 2003 and 2004 AES plans are also available on the ftp site. Please see the ftp download instructions in the response for Question #5.

Question #7: Under Section 1.2.3, Task 4 – Preliminary Plan Development the RFP indicates that the consultant coordinate the development of conceptual master plan graphics with Dane County Park staff. It also says Dane County Parks will produce all necessary GIS files, maps, exhibits, and presentation boards. Could you elaborate on the role of the consultant in this step?

Answer #7: See response to Question #2.

Question #8: The RFP states that “Dane County Parks will produce all necessary GIS files, maps, exhibits, and presentation boards.” Does “produce” mean print production, or all aspects of layout and design development? What kind of graphic/design input will consultants have for this process?

Answer #8: See response to Question #2.

Question #9: Could you provide a range that consultants could use for pricing “convene and facilitate meetings as needed with Dane County Parks staff” similar to the 1-5 range for stakeholders meetings?

Answer #9: See response to Question #2.

Question #10: What is the expected representation and role of Dane County Parks staff at the public involvement sessions?

Answer #10: Dane County Parks staff will attend all of the public information meetings, yet will play a very minor role. The primary role of Dane County Parks staff at the

public information meetings will be to answer any questions the public or consultant may have about Dane County Park policies or procedures.

Question #11: What is the budget/budget range for this project?

Answer #11: See response to Question #1.

Question #12: The RFP references some revenue that will be going towards the costs of this project and I would like to ask if you can provide a range or an idea of the estimated budget for this effort.

Answer #12: See response to Question #1.

Question #13: Under task 1 – what is meant by ‘contact and coordinate’ with Parks, Friends, partners, stakeholders, etc...? Does this mean that the consultant will determine the specific attendees, check with everyone’s calendars, invite them to meetings, take minutes, follow-up, etc...? This can be a time-consuming process that will add to the budget for the plan. Please clarify.

Answer #13: **Task 1 – Project Start-Up**

- Convene a meeting with Dane County Parks to refine the master plan process and appropriate roles of the consultant, partners, and staff. Initial insights, context, and expectations will be discussed at this meeting.
- Contact and coordinate planning process with Dane County Parks, the Friends of Lake View Hill and other partners and stakeholders as identified in Section 1.2.2.

Deliverables:

- √ Arrange and facilitate one meeting with Dane County Parks.
- √ Prepare a written summary of the meeting.
- √ On-going communication, up to 5 hours, with the stakeholders to answer questions or address any concerns about the agreed upon master plan process that resulted from the meeting with Dane County Parks.

Question #14: Under task 3 – What is meant by ‘facilitate’ and ‘arrange’ meetings? See list of questions in # 4 above. Will the County publicize the meetings, or advertise them?

Answer #14: The consultant will be responsible for leading and facilitating the public information meetings based on the meeting materials developed in coordination with Dane County Parks. Dane County staff will attend all of the public information meetings, so the consultant must take into consideration the availability of Dane County Parks staff when scheduling public information meetings. Dane County Parks staff will be responsible for publicizing the meetings.

Question #15: Same task – What is meant by ‘coordinate the development’ of meeting

materials? Will the consultant create them, and the County print them? Or will printing and production of materials be the consultant's responsibility?

Answer #15: The printing and production of all of the meeting materials will be the consultant's responsibility. The consultant will be responsible for providing the draft meeting materials to Dane County Parks staff 1 - 2 weeks prior of the public information meeting before they are finalized. Dane County Parks may provide feedback and comments to the consult for consideration in the final meeting materials.

Question #16: Under task 5 – What is meant by ‘convene and facilitate’ meetings, same question as # 4 above.

Answer #16: The consultant will be responsible for scheduling the meetings (day, time, location), determining the attendees, inviting attendees, creating an agenda, and taking notes. The consultant will be responsible for leading and facilitating the meeting.

Question #17: Has a budget to prepare the master plan been determined in the recently approved County budget? Is there a range of expected fees expected?

Answer #17: See response to Question #1. The cost of the master plan will be covered by a portion of the annual payment made to the County based on the revenue generated from the cell tower (owned by the City of Madison) on the property.

Question #18: How long does the County expect the master plan process to take – that is, Is there a goal for completion date?

Answer #18: The goal is to complete a final draft master plan report by the end of 2008. Dane County Parks intends to compile the master plan report based on the deliverables provided by the consultant.

Question #19 I have reviewed the above RFP and request the following addendum be considered:

1.2.2 Project Background: Description of Project Area-based upon recommendations in the 1999 Vegetative and Habitat Assessment, AES conducted a two-year restoration test plot and public education program that provided supporting data for preparing the Lakeview Woods Conservancy Restoration and Management Plan (AES 2003). The 2008 growing season will mark Year 5 of the implementation of the 10-year Plan. A similar document was prepared by AES for the Esch Addition, Restoration & Management Plan for the Esch Property (AES 2004).

The above documents have provided important guidance in the restoration and management activities in the natural areas of the property. It would also be appropriate to include both documents under 1.2.3 Scope and Deliverables by Task: Task 2_Research and Inventory.

Answer #19

The following is an amendment to the original RFP:

1.2.2 Project Background: Description of Project Area-based upon recommendations in the 1999 Vegetative and Habitat Assessment, AES conducted a two-year restoration test plot and public education program that provided supporting data for preparing the Lakeview Woods Conservancy Restoration and Management Plan (AES 2003). The 2008 growing season will mark Year 5 of the implementation of the 10-year Plan. A similar document was prepared by AES for the Esch Addition, Restoration & Management Plan for the Esch Property (AES 2004).

Task 2 – Research and Inventory

Review other plans, studies, and site history

- Review other appropriate studies or plans related to Lake View Hill County Park. This could include, but is not limited to, the following plans:
 - 2006 – 2011 Dane County Parks and Open Space Plan (provided by Dane County Parks)
 - Dane County Human Services Department Campus Master Plan
 - A Phase I Environmental Audit of a Portion of the Old Lakeview sanatorium Property prepared by Philip H. Salkin, Archaeological Consulting and Services, Inc. September 1999 (provided by Dane County Parks)
 - City of Madison neighborhood plan(s) for surrounding neighborhoods
 - City of Madison Comprehensive Land Use Plan
 - Vegetative and Habitat Assessment for Lakeview Woods Conservancy, Applied Ecological Services, Inc. October 1999 (provided by Dane County Parks)
 - Lakeview Woods Conservancy Restoration and Management Plan, Applied Ecological Services, Inc., 2003 (provided by Dane County Parks)
 - Restoration & Management Plan for the Esch Property, Applied Ecological Services, Inc., 2004 (provided by Dane County Parks)

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.