

TO: City of Santa Fe Central Purchasing Office
Purchasing_RFP@santafenm.gov

City of Santa Fe Procurement Manager
saoverlie@santafenm.gov

RE: RFP# 24/21/P - Park Amenities Design for SWAN Park - Phase II:
RFP QUESTIONS

The following questions and clarifications pertain to:

Section IV Specifications / A. Detailed Scope of work / 1. General

1. Item 'b' describes the need to hold an ENN meeting. For that ENN, will there be one-single presentation for all three components (multi-purpose fields, infrastructure, park amenities) or (3) separate ENNs? **1 ENN for all elements (not separated) as a minimum, but possibly another if needed. We expect the water play element could attract a lot of interest.**
2. Will the Parks Amenities team only create content and presentation information for the park amenities proposal scope? **No, the selected Park Amenities Team (PAT) can suggest additional content and presentation information.**

The following questions and clarifications pertain to:

Section IV Specifications / A. Detailed Scope of work / 2. Preliminary Design Phase.

1. Item 'a' describes the requirement of coordination meetings.
 - a. Would the bi-monthly project meetings during the design phases also include representatives/engineer-designer of the multi-purpose field vendor and the infrastructure team? **Yes they could.** If there are to be combined meetings, which team is to be responsible for the meeting records? **The PAT.**
2. Item 'a' describes coordinating with an access road/utility extension design team (EDT).
 - a. What is the design scope and anticipated timing for selecting that team? **We will select the team to work with the PAT.**
3. Item 'i' describes the type of multi-purpose field for the project.

- a. Will the sports field vendor scope include full design and installation of the fields? **Yes**

- 4. Item 'i' describes the type of multi-purpose field for the project, and that the final design will be done by a selected contractor.
 - a. What is the anticipated process and timing for the multi-purpose field designer/vendor selection? **TBD- this will happen likely after PAT has completed phase II design.**

- 5. Item 'i' describes the type of multipurpose field for the project.
 - a. Will refined siting of the fields and integration into the overall Ph 2 improvements be part of the scope of the Park Amenities project, or will the sports field vendor be the primary designer of the integration?
The PAT will design projected site location, field layout and connecting points to the remainder of the park

- 6. Item 'i' describes the type of multi-purpose fields for the project.
 - a. Will the fields be night lit? **Yes, infrastructure for lighting should be considered.**

- 7. Item 'f' outlines the hydrological assessment required for this RFP.
 - a. The Parks Amenities team in the RFP is assigned responsibility for the hydrological assessment. Does that assessment include the areas being designed by others-such as the infrastructure and sports fields. Will the assessment team also be required to do any follow-on documentation for the full area to FEMA or other regulatory entities? **If flood plain changes, yes.**

The following questions and clarifications pertain to:

Section IV Specifications / A. Detailed Scope of work / 3. Final Phase.

- 8. Item 'a' describes the deliverables for Final Design, and does not include Bidding or Construction Administration.
 - a. Please confirm there are no Bidding or Construction Administration Services being requested under this RFP. **Yes this is correct.**

- b. If those services are not being requested at this time, does the City anticipate issuing a follow-on add services proposal for Bidding and Construction Administration Services for the Parks Amenities package?

Yes

- c. If no Bidding or Construction Administration services are to be included, please confirm that professional liability for design will terminate at the acceptance of the Final 100% Construction Document Set by the City.

Engineer of Record is required and should be included in this proposal.

9. Item 'b' states that the project manual needs to include instruction to bidders, division 1 general requirements.

- a. Can we assume that the designer of the Ph. 2 Park Amenities is responsible only for Instructions To Bidder for the Park Amenities portion?

Yes.

10. Items 'a +b' describe the comprehensive package of deliverables required for this RFP focused on Park Amenities.

- a. Does the City anticipate that below three components in Phase 2 will be bid out separately or in one comprehensive package? TBD- per avail.funding

i. The multi-purpose fields (or, to be assumed already contracted?)

ii. The access road + utility extension

iii. The Ph 2 park amenities

- b. If in one bid, which team will do the compilation and coordination of the combined sets? see 10 a. above

11. Item 'c' asks for an estimate of maintenance costs.

- c. Does the estimate include costs for City employees conducting regular maintenance? Or, is the focus costs relating to maintenance by specialized vendors? Generalized Maintenance costs per industry standards, not city staff.

- d. If City staff time needs to be included, can the City provide the costs for City crews? n/a

