

QUESTIONS AND ANSWERS  
BICENTENNIAL PARK MASTERPLAN DESIGN

1. On the cover, it says we can submit by email, mail, courier or hand deliver – but later in the RFQ it states 5 hard copies are needed. Can you clarify that a digital only submittal is acceptable?

**Answer:**

**We do want 5 hard copies in addition to the digital copy. We got too ambitious with delivery methods and should not have included email.**

2. Section 4 (RFQ Requirements) – in addition to cover letter, team organization, statement of interest, sub consultants and portfolio – you’d like us to provide all of the following in our RFQ response, correct?
- Methodology and approach towards the design and development of Bicentennial Park. Please feel free to support your ideas through visual references such as sketches, reference pictures, and/or drawings.
  - Implementation and Phasing – we would like to develop the park in phases and the participating firm is expected to bring in ideas for the phasing plan and implementation methods unique to this park.
  - Describe any public notification and outreach techniques that the City of Crowley would benefit through the process in order to involve most residents and receive regular feedbacks. Please feel free to describe
  - any techniques that were successful in any other projects and any bring in any new ideas that could specifically work with the City of Crowley.
  - Conceptual ideas for specifications for signage, lighting, landscaping elements that will not only be used in Bicentennial Park but other city parks as well.
  - Experience working within and around ONCOR ROW
  - Experience collaborating with parks board
  - Experience working with wetlands and federal requirements
  - List of grants and other programs that could help fund the construction of the park. How can the firm work on getting approvals for such programs to assist City of Crowley throughout the implementation process.

**Answer:**

**Yes, we will want information on all of the items below.**

3. Can you provide further information on what the City expects to see when asking for “Conceptual ideas for specifications for signage, lighting, landscaping elements”?

**Answer:**

**As part of the design and layout of Bicentennial Park, we would like to use the same style of signage, lighting and landscaping elements throughout our park system. That’s why we are asking for ideas for these items.**

4. Is there a page limit for this proposal?

**Answer:**

**No, there is no limit.**

5. In the RFP it states that submittals will be accepted by email. However, the requirements ask for five (5) printed copies and one (1) digital copy of our proposal. Can you clarify if we can electronically submit this proposal?

Answer:

We do require the printed copies AND one digital copy. We accidentally added email to the list of ways to deliver the RFQ, but we will not be accepting email submissions.

6. What is the budget for this plan?

Answer: The budget is \$54,000.

7. Are there any MBE/MWBE requirements for this project?

Answer:

No, Minority Business Enterprise (MBE) and Minority Women Business Enterprise (MWBE) will not be a requirement for this project.

8. Once awarded, is there an expected time for the project to be completed by?

Answer:

We have not set a timeline for the project yet, that will be worked out with the selected firm.

9. What is the likelihood of the adjacent 55 acres being added to the park?

Answer:

There is a strong likelihood of adding the 55 acres.

10. Please confirm the final deliverable for this RFQ. Is it a master plan document or is it a bid package, construction documents and specifications as indicated on page 5, item 5?

Answer:

We want to make sure through the RFQ the candidate has experience handling those items