



**CITY OF RALEIGH
PARKS, RECREATION AND CULTURAL RESOURCES**

ADDENDUM I

DATE: SEPTEMBER 28, 2016

REQUEST FOR QUALIFICATION: DESIGN-BUILD FOR DISC GOLF COURSE

PROJECT NAME: MARSH CREEK PARK DISC GOLF COURSE

PROJECT LOCATION: 3016 N NEW HOPE ROAD, RALEIGH, NC 27604

IMPORTANT DATES

ADVERTISE REQUEST FOR QUALIFICATIONS	MONDAY	AUGUST 22	2016
PRE-SUBMITTAL CONFERENCE AND SITE VISIT	FRIDAY	SEPTEMBER 9	2016
QUESTIONS ACCEPTED UNTIL	FRIDAY	SEPTEMBER 16	2016
SUBMISSIONS DUE	FRIDAY	OCTOBER 14	2016

1. Addendum I

As stipulated in the original Marsh Creek Park Disc Golf Course Request for Qualifications, this document will serve as an addendum to the full RFQ published on August 22, 2016. This document contains a summary of all questions received and answers provided thus far, including questions received at the pre-submittal conference on September 9, 2016 as well as additional questions received from prospective firms during the RFQ process.

Questions, answers and clarifications are organized by topic, below.

2. Pre-Submittal Conference

A pre-submittal conference was held at Marsh Creek Park on September 9, 2016. The meeting was attended by approximately 18 representatives of prospective firms as well as seven City of Raleigh staff representatives.

City of Raleigh Parks, Recreation and Cultural Resources Department (PRCR) staff present at the meeting were:

TJ McCourt:	Project Manager
Heather O'Brian:	Marsh Creek Park Director
Ashley Deans:	Volunteer Coordinator
Brian Johnson:	Parks Division
Alicia Lancombe:	Recreation Division
Seth Yearout:	Resources Division
Cassie Schumacher-Georgopoulos:	Strategic Planning Division

3. Organization of Project Team

The Lead Firm, with whom the City of Raleigh will be entering into a contract, must be a N.C. licensed general contractor or an engineering, architecture, or landscape architecture firm licensed to provide professional services in North Carolina.

No preference will be given based solely on whether the lead firm is a general contractor or a design/engineering firm. The project team may be organized such that the Lead Firm subcontracts with other professional firm(s) and/or the disc golf course designer.

In the description of your project team, you must include a list of the licensed contractors, licensed subcontractors, and licensed design professionals who are proposed to perform the project's design and construction.

Please identify any firms that are certified Minority or Women-owned Business Enterprises (MWBE). The City of Raleigh encourages the use of minority and women-owned businesses on all projects. Since this is an informal project (total project budget less than \$300,000), there is no MWBE requirement. However it is strongly recommended that teams extend an opportunity to MWBE's and include in your proposal how they will be utilized if any are a part of your project team.

Q: Are subcontractors required to be listed in the proposal document in the Team Organization section?

A: Subcontractors are required to be listed in the proposal document in the *Organization of Project Team* section. The organizational chart and written description of the full Design-Build Project team should identify all firms on the team, the contractual relationship between firms, the names and titles of specific staff proposed for this project, and any firms that are a certified MWBE.

In lieu of identifying a specific subcontractor, the proposal document could also identify the design-builder's strategy for selecting subcontractors based on the requirements of [Article 8 of Chapter 143](#) (in other words, competitive bidding procedures).

Q: Is a complete list of subcontractors (not consultants) with information outlined in section 4.2.4 of the RFQ required for the design/build RFQ submission?

A: The information outlined in Section 4.2.4 (p. 14 of the original RFQ) will apply only to the core design-build team. The "core" team includes any firms or individuals that will be performing greater than 20% of the project work. Subcontractors that will be performing less than 20% of the project work must be identified, but do not require the additional information requested in Section 4.2.4.

Q: Are there additional team members needed, such as a professional Arborist or Geotech?

A: While it could be useful to have such professionals identified on the project team, they are not required.

Q: Is there any restriction against an individual sub-consultant being listed on multiple project teams?

A: No, a sub-consultant is not restricted to being listed as a member of only one project team. Any firm or individual is free to negotiate partnerships with multiple Lead Firms seeking to submit a response to the RFQ. Scores and evaluations will not be impacted positively or negatively based on whether a particular sub-consultant is listed on multiple project teams.

4. Project Personnel Qualifications

Q: Are all subcontractors and staff on the project team required to provide detailed resumes including relevant experience and professional qualifications, as described in Section 4.3 Project Personnel Qualifications (p.14)?

A: The requirements of Section 4.3 *Project Personnel Qualifications* will only apply to members of the core design-build team. The "core" team includes any firms or individuals that will be performing greater than 20% of the project work. Subcontractors that will be performing less than 20% of the project work must be identified in the proposal, but are not required to provide resumes or detailed qualifications.

5. Public Engagement

Q: Is there a preferred strategy for managing community input for additional ideas beyond the Disc Golf Course?

A: Additional ideas could be sketched into the plan but not constructed as part of this project. Ultimately, the goal of the public engagement process for this project is to share relevant

information with neighbors living near the course property and to engage in relationship-building with the disc golf community in Raleigh.

Q: Is there a set number of public meetings or presentations required?

A: The number of community meetings and presentations required are flexible and can be determined during scope negotiations. The exact form of public engagement involved in this project will largely depend on the recommended approach of the Project Team. Final approval of the course design will require presentation to the Parks, Recreation and Greenway Advisory Board and ultimate approval by City Council.

6. References

Q: Regarding Section 4.8 References - Are (3) references total required for the core design-build team including designer and contractor or are 3 references required for each designer, contractor, subcontractor, lead firm etc?

A: Three (3) references are required for each firm on the core design-build project team. The “core” team includes any firms or individuals that will be performing greater than 20% of the project work. For example, a team made up of a disc golf course designer, a general contractor, and a design/engineering firm will need to provide nine (9) total references. Subcontractors that will be performing less than 20% of the project work must be identified, but do not require references.

7. Project Scope

Q: Will a site survey of the property be provided by the City of Raleigh delineating buffer locations, jurisdictional wetlands, tree locations, etc. If not, will the design build team be responsible for providing a site survey for the property and if so, does it have to be within the not to exceed amount of \$125,000?

A: A site survey of the property will be provided by the City of Raleigh. This is not a responsibility of the design-build team.

Q: Please clarify expectations for Operations and Maintenance manual / training?

A: Final deliverables for the project should include Maintenance Goals and Standards, including maintenance tasks generally related to upkeep of the disc golf course, estimated time requirements needed to complete each task, and estimates for the longevity of various course features. The primary goal of this portion of the project scope is to provide PRCR with a reasonable expectation of the time and labor required to maintain the course in prime condition, for the purposes of future budget proposals and staff allocation. The City has been working with its current volunteer group (CADL) through volunteer services to develop a list of standards. This is an effort that should be incorporated and expanded upon. Note that while PRCR staff may be present for on-site observation of course feature installation (pouring of tee pads, setting of baskets, etc.), this “training” will not be a required part of the project.

Q: Will an as-built survey be required?

A: Yes, a survey that documents the location of constructed elements of the project will be required for record and evaluation of project completion purposes. The project team will also be required to identify where tree clearing and grading occurred, through modifications to the original site survey as will be provided by the City of Raleigh.

Q: Will a civil engineer be required to provide a floodstudy of any boardwalks and bridges within the stream areas?

A: No, we do not anticipate that a flood study will be required as part of this project.

Q: *How will tree removal be regulated?*

A: It is anticipated that this project will be developed in accordance with a Plot Plan Review process. Tree Conservation Area requirements are described in [Article 9.1](#) of the City of Raleigh UDO, which describes the types, sizes, and locations of trees that are permitted to be removed. Note that definitions of key terms, including “minor tree removal” (p. 454), are available in [Article 12.2](#). In general, unless a TCA is recorded, no tree disturbance except minor tree removal will be permitted within a 65-foot wide perimeter buffer of the parcel boundary (see: [9.1.10.C Perimeter Buffers](#)). Beyond this perimeter requirement, course routing will need to be developed in coordination with the City of Raleigh Urban Forester to ensure compliance with any applicable TCA rules and City of Raleigh requirements. A site boundary survey, with topography, trees, easements, etc. will be completed by the City of Raleigh and provided to the project team.

Q: *Will TCA be required on the new parcel?*

Depending on the desired course configuration proposed in the design, tree conservation on this property can follow one of two routes through the plot plan review process:

1) A buffer permit may be acquired from the City of Raleigh Urban Forester, which will require that nothing be removed from the 65-foot perimeter buffer outside of the limits of minor tree removal activity. Cost for this permit is based on the amount of disturbance. This will most likely be the quicker and less expensive of the two options, as long as the minor tree removal activity thresholds can be met. It will be important for the course designer and Project Team to be able to identify suitable points of ingress and egress between the course and parking lot area, which will have to pass through the 65-foot buffer along the property line between the currently developed park parcel (to the west) and the currently vacant parcel that will be the site of the disc golf course (to the east). This would also require the approval of a tree protection plan, which will cover any areas identified as needing protection (most likely including buffer entrance and locations that fall within Neuse River Buffer Zone 2).

2) Alternatively, a Tree Conservation Area could be located and formally recorded elsewhere on the site. This would allow tree removal activity to occur outside of the designated TCA, which would avoid some of the issues associated with tree disturbance in the perimeter buffer. Cost for this is based on the size of the parcel and the amount of TCA designated. Location of proposed TCA would need to be reviewed and approved by PRCR staff, to assure that potential future development and facility additions would not be constrained by the designation of TCA at this time. While this would allow for more freedom in terms of tree disturbance, it is likely to be a more time-consuming and cost-intensive process.

Additional information on associated costs is available in the [Development Fee Schedule](#). Please note that all costs associated with the proposed course design and development will need to be within the total project budget. The final approach decided upon will be the product of design review and negotiation between the Project Team and PRCR staff.

8. Project Site

Q: Which areas are off-limits?

A: There will be restrictions on where clearing and construction may occur as dictated by the Duke Energy Electric Transmission Right-of-Way Guidelines and Restrictions, the Neuse River Basin Riparian Buffer Rules, and the City of Raleigh Tree Conservation requirements as described in Article 9.1 of the City of Raleigh Unified Development Ordinance (UDO).

Project teams should demonstrate familiarity with these rules, as well as include in the proposed project approach plans for accomplishing the project goals while adhering to these particular requirements.

Q: Please clarify what encroachments are permitted within the Duke Energy Easement.

The course and all course elements in or near the easement will be designed and constructed in conformity with [Duke Energy Electric Transmission Right-of-Way Guidelines and Restrictions](#) and [Duke Energy Electric Transmission Right-of-Way Requirements for Shared-Use Paths/Trails](#). Details on those restrictions and requirements are available via the hyperlinks provided. In general, while foot traffic will be allowed to cross the easement, no structures (baskets, tee pads, benches, etc.) should be located within the easement. Any grading proposed within the easement must be in conformity with Duke Energy rules and regulations, and must be thoroughly vetted with appropriate Duke Energy representatives.

Q: Please clarify how the Neuse River Buffer Rules will apply.

The course and all course elements impacting the stream or the riparian buffer will be designed and constructed in conformity with the [Neuse River Basin Buffer Rules](#), and any proposed crossings will require written authorization from the North Carolina Division of Water Resources (DWR) through the completion of a [Buffer Authorization Application Form](#). Details on those restrictions and requirements are available via the hyperlinks provided.

Q: Please clarify how TCA rules will apply.

Please see previous questions, under Project Scope, on tree removal and TCA requirements.

Q: Will we be able to use the water feature? In other words, has the disc golf course acreage been expanded since our pre submittal site visit?

A: The majority of the course will be restricted to the eastern parcel. Further opportunities to the west could be explored but would be limited due to established TCA (especially around the pond) on the western parcel. The TCA as designated on the western parcel can be seen [here](#).

9. Project Budget

Q: Is the general contractor required to submit bid, performance, and payment bonds for the project?

A: Because the total project budget is under \$500,000 bid bonds will not be required. Because the total project cost is under \$300,000 performance/payment bonds will not be required.

Q: Is the winning Design/Build Team required to provide an 18+ hole course with all improvements noted for less than \$125,000? Is it possible to phase the work if necessary so that as many of the critical improvements can be installed with the available funds?

A: We are anticipating that \$125,000 will be the maximum budget available for the project. We are expecting to receive proposals that include full implementation of an 18-hole course within the \$125,000 project budget without the need for phasing. So, at this time, we expect that the selected design-build team will provide a fully implemented course with all improvements within that budget.

If, during the design process, certain non-critical features are proposed as future improvements to the course, to be constructed/installed in a future phase, then those could be included in part of a phasing proposal. However, we do expect to have a fully functional course completed within the initial budget.

10. Miscellaneous

Q: Is volunteer labor allowed during the design process?

A: All volunteer activity will need to be coordinated with and approved by the City of Raleigh Volunteer Coordinator (Ashley Deans). In general, a volunteer group can be formed following the permitting process. Volunteers can use hand tools for minor clearing activity, as well as spreading mulch and other low-hazard activities.

Q: What are the ADA requirements for this project?

A: The City of Raleigh strives to provide universal accessibility in all public projects. The nature of disc golf courses such as this, set in natural wooded landscapes with rough terrain and steep slopes, restricts the extent to which universally accessible features can be reasonably incorporated into the course design given the total project budget. Given the natural terrain, topography, project purpose, and project budget, it will likely be structurally impracticable to provide ADA access throughout the entire course. However, to the extent practicable, the City of Raleigh does intend to proactively explore the possibility of providing universally accessible course features. Such features may include, for example, a putting green or a short circuit of holes that can be designed and constructed in conformity with ADA standards.

Q: What is the status of the proposed subdivision development east of Marsh Creek Park?

A: There has not been a rezoning petition filed for that property. No development plans (subdivision, site review, etc.) have been submitted or reviewed. No construction permit has been issued for the site. For the time being, it appears there are no concrete plans for future development in the near-term.

Please be sure to review and comply with the City of Raleigh's standard contract terms, requirements related to insurance, liability, and other standards as described in the RFQ *Section 9. General Comments* (pp. 20-21) and *Section 10. Contract Terms* (pp. 21-27).

11. Contact Information

If you have any concerns, please contact:



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