

RFP 356 Addendum Questions 7.24.19

- Regarding page 11. - 4.3 Statement of Project Understanding “Briefly describe the concept and scope of your proposed Master Plan and explain why your proposal is the best approach.”
 - Is JIA requiring each respondent to provide a physical Master Plan as a deliverable of the submission for this RFP? Or is the intent only to describe the respondents proposed process and approach to arriving at such a Master Plan, should they be selected?
 - **Yes, the intent is to define the process and approach to arriving at such a master plan. Please refer to RFP.**
- Regarding page 12. – 4.4 d) and e) Schedule and Budget
 - Are these items related to the Master Planning process scope of work only, or the anticipated schedule and budget including design and construction through completion?
 - **These items are related to the Master Planning scope of work only.**
- Are respondents required to include a Landscape Architect or Land Planner licensed or registered in the state of Georgia?
 - **That is to be determined by the proposer.**
- The submittal should include a timeline for the master plan, does JIA have base information consisting of high resolution aerial photo, a project boundary, existing topography, wetland delineation and mapping of environmentally/archeological/conservation areas, drainage studies, etcetera? If so please send the information you do have.
 - **The elements of the Master Plan are to include these items. Some will be made available to the successful proposer. Others shall be in the scope of the master plan.**
- This information will need to be compiled to create a base map to begin the process. If you do not already have the base information, typically this information would need to be supplied by an owner (JIA). Therefore would need to be a section in the timeline you are requesting in submittal. Please comment.
 - **Yes.**
- Have drainage studies and traffic studies been completed to date....if not does JIA have a civil engineer that our team can consult with?
 - **All engineering and island wide traffic counts will be available to the successful proposers. However, the JIA does not retain a civil engineer.**
- Should the budget you are requesting be in detail with line items for each discipline the master plan would address. Some of the information to be considered in the Master Plan such as future traffic studies, how development will effect drainage and future sea level rise or developing a marketing plan could be considered as a third party out source or do we include in our budgeting.
 - **Per the RFP, each proposer will determine the scope of work, budget, and schedule.**

- Item 4.4 e) states “Proposals responsive to this request should submit the budget that is required to complete the proposed scope of work.”
 - Our question is, is the budget to cover only the costs of the consultant’s work to prepare the Golf Master Plan? In other words, it does not include the cost of improvements that the Golf Master Plan will identify, only the professional fees by the consultants preparing the Golf Master Plan.
 - **Construction/cost of improvement estimates shall be in the final product.**
- Should we put our proposed fee in the cover letter? Or somewhere else in the Section 4 responses?
 - **There is no preference but must be included.**
- I am confirming that 4.3, the Statement of Project Understanding, is the section where we layout out our master plan ideas and concepts. Yes? Of course, the group you select will be engaged and paid to further define and finalize these ideas.
 - **Yes, the successful respondent will be contracted to develop the master plan.**
- First, My firm did not submit as part of the previous RFI process. Are the RFI submittals considered as part of the RFP review process? We are considering our options for submitting for the RFP 356 and just want to clarify.
 - **The RFI information was included in the RFP for all to see and utilize in the best interest of their proposal.**
- Second, based on our review of the documents, feedback, and the RFP Narrative on the GPR website we are considering what team members are appropriate for the master planning process. It is our feeling that including an extensive golf course management consulting team as part of our proposal would be redundant. More specifically, we would propose working with the existing golf course and JIA staff to provide guidance and feedback as a participant in the 'golf course master plan' process. Is it reasonable to assume that JIA staff and key golf course staff will be participants in this process and provide feedback and input?
 - **JIA staff contacts will be available to participate in the master plan process.**
- The RFP is for Master Planning Services only, at this time, correct?
 - **Yes.**
- The RFP appears to have some contradictions in that it reads as if the JIA expects our team to prepare a preliminary Master Plan as part of the RFP as stated in section 3.0 and 4.0, item 4.3, is this what is expected? Regardless of the knowledge we have of the site as well as the comments provided from the RFI, preparing a Master Plan involves conversations with the client to not only discuss the wants and desires but to prioritize these elements. This time is also spent discussing various options etc.. to determine the best course of action as you move forward to developing the plan. Although we have ideas, some of which we have shared in the RFI, we want to make sure the JIA does not expect our team to prepare a plan without following the natural procedures although there are areas where the RFP reads as if we are expected to produce a preliminary plan based on our understanding of the site and what information that has been provided. Please clarify.
 - **Response to the RFP should be in the format that would best illustrate how your firm would produce a master plan.**
- We have produced more than one option in regards to the potential future of the golf courses, without conversations with the JIA it is not possible to predict if one or none of the plans addresses the wants and desires for the future.
 - **There will be coordination between JIA contacts and the chosen firm.**

- If our team is chosen to produce the Long Range Plan. By virtue of that agreement are we to understand that we are then contracted to design/redesign the golf courses ?
 - **That is to be decided in the master plan.**
- Will these be under a separate design contract? – at later dates?
 - **That is to be determined if necessary.**
- The design or renovation of the Clubhouse, Parks etc., will these be under a separate contract as well?
 - **That is to be determined if necessary.**
- We are pricing the cost of producing a Long Range Master Plan but until there is interaction between JIA and the successful team awarded the work how can we estimate fees other than the Master Plan since we do not know in the end, what will be included in the final Master Plan.
 - **Other fees will be a part of the master plan.**
- We have provided a number of options in regards to the possibilities for the golf courses but in the end, cannot provide specific information until the Master Plan is completed. Does the JIA expect us to provide golf course design fees? If so, how are we to estimate those fees without knowing the JIA approved Scope of Work which will be based on the final Master Plan?
 - **Those fees will be part of the master plan.**
- Section 4.0, item 4.4 d. Schedule: this is for the Master Plan only, correct?
 - **Yes.**
- Section 4.0, item 4.4 e. Budgeting: This is assumed to be the cost for our team to produce the Master Plan only, correct?
 - **Yes.**
- If not, how should we list that cost estimate when the scope of services and course re-design since this will not be determined until the conclusion of the Master Plan?
 - **This will be part of the master plan.**
- 1. How many meetings with JIA are anticipated?
 - **Please proposed in the master plan.**
- 2. How many public presentations recommended?
 - **Please proposed in the master plan.**
- 3. Is there a consumptive water use permit?
 - **Yes.**
- 4. Has there been any environmental studies completed concerning soil contamination?
 - **No.**
- Our team will be responding to your RFP in regards to the golf course master planning services. However, we are having a little trouble determining our fee structure as it is somewhat unclear as to the total scope of services. We believe the master planning process will involve a series of meetings and workshops where options and alternate ideas may be presented to the JIA that will require input and approvals. That said, should we attempt to determine a fee based on the total amount of time required to complete the planning process or provide an estimate only along with the hourly rates of our various team members?
 - **Fee shall be based off your proposed master plan process.**
- The RFP requests "budget that is required to complete the proposed scope of work". Please clarify if this a budget for professional fees or a construction budget.
 - **This is the budget for completion of the proposed master plan.**

- However, I found the RFI 240 where a number of firms responded with information. It also looks like you have narrowed them down to 10 parties.
- My question is whether this list represents a preliminary short-list and no one else need bother to submit. If that is the case, we don't want to waste our time or yours by submitting a proposal.
 - **The RFI respondents are not provided as a short list. This is an open RFP.**
- We are assembling a team of consultants to respond to Jekyll Island RFP 356. Does the Jekyll Island State Park Authority prefer that the prime lead consultant for each team::
 - Land Planner?
 - Golf Course Architect?
 - Architect?
 - Engineer?
 - **That is the proposer's choice.**
- Can you describe or show us what the 480 Acres (described in Section 2.1 of the RFP) include.
 - **We will provide details to the respondent contracted to deliver the master plan.**