



City of Hawthorne, Florida

P.O. Box 1270
Hawthorne, FL 32640

Request for Qualifications: Questions and Responses

RFQ Number 2012-01
Date of Issue: October 4, 2012
Submission Deadline: November 19, 2012

Title and Purpose of RFQ:

Master Plan and First Phase Development Plan for Little Orange Creek Nature Park

Firms are not required to return this form

Important Notice: If you received this solicitation from the City of Hawthorne's web site, you must register with the Parks and Recreation Director to receive subsequent amendments. Failure to contact the Parks and Recreation Director may result in the rejection of your offer.



In no particular order:

1. Is the cemetery included in the Master Plan?
 - a. No, however access from a trail network would be included.
2. Trails, materials, accessibility options?
 - a. Yes trails will be included as shown on the Conceptual Master Plan, and a copy of the proposed trails has been uploaded to the City's website. In regards to materials the City would prefer natural materials, however we understand that such is not always feasible, and will consider more permanent non-pervious materials on higher traffic routes such as from parking to the nature center and/or pavilion. It is the City's long term plan to make as many of the trails ADA accessible as possible.
3. Construction costing; first phase and future phases included in the master plan?
 - a. 1st phase construction costs should be included and for future phases an order of magnitude estimate would be appropriate.
4. Cultural and Environmental Resource Surveys?
 - a. Currently the City does not have either Cultural or Environmental resources surveys and expects them to be done as part of the master plan to the extent necessary to comply with permitting for the proposed projects.
5. Historical information on the mill site and property?
 - a. There is some historical information on the property but currently is not in a format easily uploaded to the City's website but can be provided to the selected.
6. Is the existing residence to be included in the 1st phase?
 - a. Currently it is not anticipated that renovations to the existing residence will be included in 1st phase construction.
7. Will architectural services be needed for the pavilion?
 - a. Yes, however the City anticipates using a pre-engineered (with sealed architectural drawings) style pavilion. Therefore, architectural services are not necessary as part of this RFQ.
8. A boat ramp was mentioned as well as in the conceptual drawing. Can you provide additional details?
 - a. As currently imagined, the boat ramp would allow for launching of non-motorized boats; such as canoes and kayaks, and would likely only include an unpaved, stabilized earth launching area.
9. How does the project relate to SR 20?
 - a. When SR 20 is widened in front of the park in the next 2 to 5 years, a bridge will be put over the creek which will also provide pedestrian, equestrian, and paddle access to the north side of the property. Preliminary drawings can be provided to the selected firm. Additionally FDOT plans to move the park entrance from its existing point to a point farther east.
10. Can the property survey and trail map be provided?
 - a. Yes, they have been uploaded to the City's website.



11. Will the city be vacating the plat along the south side of the property? And are the lots across SE 65th lane included in the master plan?
 - a. The plat need not be vacated, and the property across SE 65th lane will not be included in the master plan.
12. Is it acceptable for a firm to be a sub to more than one firm that is submitting a proposal? Is it acceptable for a firm to be a sub on another team's proposal and to also submit a proposal as a prime?
 - a. Yes a firm can be a sub on more than one proposal, and yes a firm that is a sub on one proposal can be a prime firm submitting its own proposal, as long as it is clear in the proposals.
13. The RFQ clearly identifies requirements for the preparation of master plan, detail site design, permitting and preparation of bid documents for first phase development. However, under section 30.3 Required Response Format (4) (page 12 of 35) there is specific reference to 'design/ build' projects of this type. Is the City's intention for the RFQ to include a General Contractor entity in the team structure?
 - a. That reference is a generalization, and does not refer to a Design/Build General Contractor, but rather a list of projects a firm has designed and/or built. A general contractor does not need to be included in the team structure. This RFQ does not include construction services for any portion of the project.
14. Under 34.4 General Project Requirements, item 14) Delay Penalties. This section stipulates the potential for a financial penalty in the amount of \$1000.00 per day if the Firm fails to achieve completion of the work on or before the Substantial Completion Date, plus any legitimate City approved time extension. As intended for this project, does the term Substantial Completion Date apply to scheduled and agreed upon document preparation milestones only or will this include permitting activities?
 - a. No the substantial completion date would not include permitting activities. The schedule under Section 33 of the RFQ which includes dates of 2/28/2013 for Master Plan and Development Plan to be submitted for review and April 2013 for preliminary development plan submittal will be further negotiated with the selected firm. However, the scheduled is provided to demonstrate that the City wishes to move ahead expediently with the project.
15. There are some forms requested in the RFQ that are not provided (requested on page 13 of 35, 30.9). Do we need these forms: 1). Bid Opportunity List for Professional Consultant Form 2). Truth Negotiation Form?
 - a. These two forms were removed from the RFQ but we forgot to remove the mention of them at section 30.9. They will not need to be included in the qualification submittal.
16. If someone missed the time frame to visit the park listed in the RFQ can we schedule another opportunity to visit the park?
 - a. No, we are bound to the stipulations in the RFQ, which only provided or a site visit on October 24, 2012 from 9am to 12pm.



17. On page 18 of the RFQ section 34.4 7) mentions a local liaison office and in the “Project Team” form on page 23 requests the City of Residence of project team members, is it the City’s intention to choose a local firm or use this information as selection criteria?
 - a. Section 34.4 7) on page 18, that section is to identify a liaison, and a local office in a national sense, if a national firm is applying we do not want their liaison to be based out of Boston or LA. While the bulk of the work can be done from an out of state office we would still like someone more local to be our liaison. Tampa, St. Petersburg, Orlando, Tallahassee, would still be considered local. In addition the project team residence location is informational for us, along the same lines to let us know if the majority of the work will be done out of Boston, or where ever. Based on the state statues that govern this RFQ process for us we are not allowed to choose a firm based on their location, or whether they are closer to us then another. Location has never been a part of our selection process.
18. Was the graphic on page 35 of the City’s RFQ package prepared by the City?
 - a. No, that conceptual design plan was used as part of the grant application package which eventually was awarded purchasing the land for the City of Hawthorne as a nature park. It was created 3-5 years ago by a volunteer who also is a practicing architect in another state.

Items posted at:

http://www.cityofhawthorne.net/Pages/HawthorneFL_Purchasing/RFQ%202012-01%20Supplemental%20Information/