

Date of Issuance: November 16, 2020

Addendum No. 3 Keiser Park Master Plan Update and Preliminary Site Designs for Aquatics Complex and Gym / Community Center

To All Responding Teams:

The following is a summary of questions and responses received from 11/10 – 11/16:

- **Will an aquatics/recreation/community center revenue analysis be required as part of scope of work?**
 - No revenue analysis is being included in this project. The Town has a financial analysis which was already completed for the aquatic center. This will be available to the selected consultant and will be utilized by the Town when considering facility sizing.
- **Has an aquatics/recreation/community center program been developed, beyond siting and building footprint? If not, will programming be part of the scope of work?**
 - Some programming analysis has already been completed by the Town. This should not be included in the scope of work.
- **Did the traffic analysis conducted as part of the GP EIR assume full buildout of the Keiser Park Master Plan?**
 - Please refer to the complete EIR which was included on the project website www.townofwindsor.com/keiserparkupdate . We have also updated the project website to include the complete IS-MND from the 2030 Parks and Recreation Master Plan. We had the incorrect link up previously.
- **The Scope of Work (Task 2.2) mentions “festive activities.” Is some amount of in-person community engagement desired or, given COVID-19, should we re-imagine all engagement to occur online/remotely? And, should health protocols allow for a shift to in-person activities, how does the Town anticipate handling a shift in logistics and workload if plans are to be shifted from online to in-person?**
 - It is hard to anticipate what tier Sonoma County will be in at the time we begin the engagement process, it is hard to provide a concrete answer. Given the chance, the Town would prefer some in-person engagement. However, we fully understand we must be fluid and flexible given the COVID-19 restrictions. Our number one focus is on community safety. For the sake of the proposal, please assume some in-person and some virtual engagement opportunities. Once the Town has selected a consultant and we are developing the actual engagement plan, we will adjust as needed.
- **The Scope of Work (Task 2.3) asks for “at least four community charrettes/workshops” and that “at least one will be offered in Spanish.” Do you anticipate that these meetings**

would occur in the same timeframe and be intended to collect input at the same stage of the project, or is it your intent for these to be spread out over the course of the project? In other words, is the intent of the different workshops to reach different demographic groups or to get input at different stages of the project?

- Yes, that is the intent. We want to ensure that all segments of our community have been reached during the engagement process.
- **Regarding offering a meeting in Spanish, do your staff have Spanish-speaking capacity or is the consultant expected to provide interpretation?**
 - The Town has some front-line bilingual staff who can support this program, however, we need the consultant to provide translation materials and lead the meeting.
- **The Scope of Work (Task 2.4) requests that the “Online presence and the survey will be readily accessible through the Town’s website.” Will we be able to use a webpage on the Town’s website as the landing page for this project?**
 - Yes, this could be an option, however please be aware the Town’s website is limited in capacity.
- **Assuming the Town is the Lead Agency, will they be analyzing VMT separately? Or is the preference that the consultant team assesses this?**
 - For the purpose of this proposal, please assume that all environmental work is managed by the consultant team. This includes any VMT analysis required.
- **Does the Town have playground and material surface requirements or standards available?**
 - We do not have a standard that is readily available to distribute. Currently, the Town has Landscape Structures and Gametime playgrounds installed throughout our 19 parks.
- **Is an arborist report available for the project area?**
 - No, we do not have an updated arborist report available at this time.
- **Were utilities and attending infrastructure stubbed out for Phase 2, during Phase 1? If so, are those locations available?**
 - No, there are no utilities stubbed out for the phase 2 and 3 development.
- **Will you accept an electronic copy of the proposal in lieu of a hard copy?**
 - Please follow the submission requirements. If you would also like to provide a e-copy, that is fine, however we will require the complete submission as listed in the RFP.
- **On Exhibit B, section C of the Professional Services Agreement, under Hours of Work, talks about provisions of work hours. To clarify, would this requirement only pertain**

to services provided for “inspection or land surveying” work under this Agreement? Thus, landscape architectural and other engineering/consulting services would not be subject to these terms?

- In reviewing the DIR website (<https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html>), it appears that exhibit B would apply to consulting services. However, we will request our legal team to explore this further and provide a formal determination at the time of the agreement review.