



Summary of questions regarding the Parks and Open Spaces Master Plans RFP as of June 17<sup>th</sup>, 2024:

1. Are proposers required to be VTrans At-the-Ready qualified in order to submit a proposal?

No, there is no requirement to be VTrans At-the-Ready qualified in order to submit a proposal for this project.

2. To allow ample time for consultants to choose whether this project is a good fit and to prepare a responsive submission, would the City consider extending the proposal deadline if questions are to be answered by July 3<sup>rd</sup>, and the current deadline is set on July 5<sup>th</sup>?

Yes, the City will extend this deadline in order to accommodate the July 4<sup>th</sup> Holiday weekend. The new deadline will now be July 12<sup>th</sup> at 2:00pm.

3. The RFP provides some limited information on the project timeline and asks that interested consultants provide a schedule with milestones and an overall completion time. Could the City share additional information regarding schedule expectations as required by ongoing events and/or funding sources?

The Parks Master Plan should be completed by end of Summer 2025 and the Open Spaces Master Plan should be completed by end of Fall 2025, with all final reports, appendices, documents, maps etc. to be submitted by January 2026. Any coordination with ongoing or preprogrammed City events would be for the outreach portion of the project in order to maximize public input.

4. Are you able to share an anticipated budget or budget range for the project?

The City of South Burlington's Capital Improvement Plan (CIP) has allocated \$75k in FY25 and another \$75k in FY26 through ARPA Funding.

5. What, if any, items are excluded from the 10-page limit?

The cover page can be excluded from the 10-page limit. Resumes included in the qualifications can be limited to key personnel only. Cost and schedule information can also be limited to approximately 1 page each or less.