

Clarifying Questions Responses

1. Does the County have an active park facility asset management system?
At this time, the County does not have an active park facility asset management system.
2. Should the scope of the consultant's proposal include analysis of the entire length of trail pavement identified in the RFP, including slopes, obstructions, etc., or is the desire for the study of specific features and furnishings along the trail, including any parking areas?
The scope is not to include the entire trail, but furnishings and features along the trail. There are no parking lots or slopes that need to be considered. To assist with this portion, the Parks and Recreation Manager would be available to provide transportation and escort the chosen consultant along the trail to accomplish this portion.
3. Is the budget identified in the CIP the expected project budget?
The 2021 budget does include \$30,000 to complete the study. The findings of the study will be used to create a CIP to include any projects identified.
4. Does the County have a current Title II Policy and Grievance Procedure? If yes, how is this made available to the public?
The county does have a current Title II Policy and Grievance Procedure. This is made available to the public through the County's website. The policy can be found at: <https://www.co.sauk.wi.us/general/americans-disabilities-act-ada-grievance-procedure>.
5. Who is the County's ADA Coordinator?
The County's ADA Coordinator is Ian Crammond, Building Services Director.
6. What County staff will be directly involved in the audit process?
The Director, Parks and Recreation Manager, Associate Planner, and Parks Program Coordinators will be involved with this project.
7. Does the County intend for or desire any public outreach during the transition plan and priority development stages?
We did not foresee any public outreach efforts being necessary at this time.
8. Do we inspect all trails per the map on the website or only the Great Sauk State Trail as listed on page 19 of the RFP?
Other trails located within County parks would need to be inspected as well. The inspection of the Great Sauk State Trail would be for the items noted in question #2.
9. Can you please verify that there is no limit on professional liability insurance?
The chosen consultant must meet the insurance requirements noted in 5.23 of the RFP.
10. Would the County please provide the budget for the ADA Access Audit and Transition Plan project?
The 2021 Budget includes \$30,000 for this project.

11. The scope of work specifies tasks related to assessing facility and recreational elements for physical accessibility but does not include tasks related to programmatic and policy reviews, opportunities for public input, or review of electronic communication – such as a website review. We are writing to verify if the County is only intending for this project to include the assessment of physical elements in park and recreational facilities.
At this time, the project includes only an assessment of the physical elements in park and recreational facilities.
12. Does the County have a budget for this project? If so, is that budget a complete budget or for an individual phase?
The 2021 Budget includes \$30,000 for this project. This is the complete budget. No individual phases were planned.
13. Are all amenities at each of the parks to be evaluated?
Yes, all amenities are to be included.
14. Will each park evaluation include all unpaved trails as well as the paved trails?
At this time, we would like the evaluation to include the all official trails within County parks. The evaluation of the Great Sauk State Trail will be in accordance with what was noted in question #2.
15. Fee breakdown – Does the County request a fee per location or a lump sum fee?
A fee per park and how that equates to the lump sum for the project should be provided.
16. Does the County want the fees separated from the travel and expense costs?
We would like to see the fees for travel and expense costs separated.
17. What level of detail does the County require?
We do not need precise details, but enough information to be able to budget accordingly for projects moving forward.
18. Does the County have an existing GIS system?
The County does have its own GIS department and system.
19. Does the County require a certain format for data output?
The RFP does state that the database developed would need to be completed in Microsoft Excel as well as through a project mapping system such as GIS. Other plans, reports, drawings or photographs can be in a pdf or jpg file.
20. Does the County want their website(s) reviewed?
We do not need the website to be reviewed, as that is being completed by the County's MIS Department.
21. Many of the parks include walking trail systems. Is the evaluation of the trails to be included in the proposal? Trail heads only? What is the length of the Great Sauk Trail?

Walking trails throughout the park system should be included, along with any trail heads. The length of the Great Sauk State Trail is 10.5 miles.

22. Is there a vendor portal for Sauk County where we need to register to participate in the bid process?

We do not have a vendor portal that you would need to register through to participate in the bid process.

23. For the Parks and facilities to be assessed, is the bidder expected to inspect and assessed the entire park or facility, or just parking areas, sidewalks, and publicly accessible buildings, kiosks, concession stands, etc. ? To clarify further, for the campground areas would we need to assess the actual campsites for accessibility such as wheel chair ramps, grills at wheelchair accessible height, etc? Would entire hiking trails need to be assessed for ramps, etc, or just the trailhead and associated structures such as info kiosk or fee payment stands?

The intention of the plan is to inspect and assess the facilities. So, parking areas, building, sidewalks, etc. In the campground, we would be looking at the campsites and their accessories. For hiking trails, it would be the pathways, trailheads, and associated structures as noted.

24. Under project deliverables – Project Database and Mapping – are the “reference drawings, and standard drawings” included below expected to be construction grade drawings that have to be sealed by a Wisconsin PE or are they for informational purposes only and the actual engineering and construction of proposed accessibility mitigation actions?

Project Database and Mapping

The consultant must develop a database for the ADA Transition Plan using Microsoft Excel or other County approved software. The purpose of the database is to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by Department staff. The database must correlate all aspects of the transition plan and must be produced using the database, including but not limited to, Access Compliance Assessment Reports, Transition Plans, reference drawings, standard drawings and photographs. The database must be property of the Department when the ADA Transition Plan compilation is complete.

The reference drawings and standard drawings are for information purposes only and the actual engineering and construction of proposed accessibility mitigation actions. Formal construction and engineered drawings would be acquired at a later date as the County budgets for those items in the Capital Improvement Plan.

25. Fee Proposal – Is there a standard template for proposing fees and details the County requires be used?

There is not a standard template. Fees should be shown as noted in the RFP and as specified in the qualifying questions #15 and #16.

26. Does the County have a budgeted amount for this audit?

The 2021 Budget includes \$30,000 for this project.

27. If other questions have been submitted, will the answers be shared with all proposers?

Yes, the answers will be posted to the RFP portion of the website as well as will be emailed out to all those that submitted qualifying questions.

28. Are there camp sites designated as accessible in White Mound County Park? If so, would you provide additional information, such as, quantity, maps/locations, etc?
Camp sites 12E and 13E are designated as accessible in White Mound County Park. A general map of the campground has been included.
29. Are there any buildings with spaces accessed by the public, other than toilet facilities and Prairie Smoke Terrace that are included in the scope of work? If so, would the County provide information, such as facility name, location, uses and square footage?
There are several shelters located in White Mound Park. One of the shelters at White Mound Park is located adjacent to the boat landing, while the other two are in the main area of the park. The large shelter is approximately 24' x 44'. The two smaller shelters are approximately 20' x 22'. There is also a shower facility in the campground that is approximately 35' x 25'.
30. The Scope of Work for the ADA Access Audit on page 7 of the RFP describes the applicable access requirements, including "most recent issued final guidelines or proposed guidelines". The US Access Board defines several types of outdoor routes. These include the following:
- Accessible Routes
 - Pedestrian Access Routes
 - Shared Use Paths
 - Outdoor Recreation Access Routes
 - Trails
- a. The US Access Board defines a Shared-Use Path as one "designed primarily for use by bicyclists and pedestrians, including pedestrians with disabilities, for transportation and recreation purposes". Can the County provide an estimate of the approximate mileage of Shared Use Paths at each location?
The only shared use path is the Great Sauk State Trail, which is 10.5 miles.
- b. The US Access Board defines an Outdoor Recreation Access Route (ORAR) as a "continuous, unobstructed path that is intended for pedestrian use and that connects accessible elements, spaces, and facilities within camping and picnic facilities and at viewing areas and trailheads only". Does the scope of work include recommendations for new ORARs based on the Outdoor Developed Areas Guidelines?
Yes, it would include those components and guidelines.
- c. The US Access Board defines a Trail as "a pedestrian route developed primarily for outdoor recreational purposes". Can the County provide the approximate mileage of Trails at each location?
Within White Mound Park, there is the Lake Trail (3 miles), Kiln Trail (1 mile), Wille Walsh Nature Trail (2 miles), Ridge Trail (2 miles) and there is a horse trail (9.5 miles).
31. Is surface testing for impact attenuation (TRIAX) and firmness and stability (rotational penetrometer) of the playground and trails included in the scope of work?
No, it is not included in this scope of work.
31. Pg. 10 - Sections 4.3, 4.5, 4.6. A project schedule is requested in all three sections. Are we correct in assuming only one schedule is needed in Section 4.6 - 'Project Schedule'?
Yes, only one project schedule is needed.

32. Pg. 10 - Section 4.4. Regarding at least 3 relevant projects, "Provide completed cost of each project and the estimated cost prior to contracting". Please clarify what costs you are referring to. Our role as accessibility consultant does not entail tracking actual completed costs of recommended remediation projects.

The section of the RFP is trying to gauge your experience level with these types of projects. Of the relevant projects that you are selecting, we are requesting what your "bid" was for the project and what the actual cost was once you completed that project. For instance, you were awarded a contract to complete an access analysis and transition plan for City A. Your RFP response indicated that it would cost your firm \$X.XX to complete; however, the completed project total was \$Y.YY.

34. Pg. 5 Section 2.16. RFP Incorporated into Contract. "The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of a contract." We have some comments on the Terms & Conditions outlined in the RFP that we would like to include in our proposal for your consideration, should a contract be negotiated. We propose to provide a separate pdf document with annotations where applicable. Is this format acceptable to you?

Yes, providing that information as a separate pdf document would be acceptable.

35. Pg. 13. Section 5.8. Bids/proposals MUST be date and time stamped by Sauk County on or before the date and time that the bid is due. Bids dated and time stamped (via email) after the deadline will be rejected. Actual receipt by the County is necessary. Receipt of a bid by the vendor email system does not constitute receipt of a bid by the County. THERE WILL BE NO EXCEPTIONS TO THIS POLICY. Since no hard copies are to be submitted, we assume an email 'delivery receipt' will be sufficient proof of submittal. Correct?

Yes, that is correct.

36. Pg. 13. Section 5.9. Ordering/Acceptance. Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract signed by both parties must be used. Will the County be delivering bid acceptance communications via email, considering that many offices are on a remote working schedule and intermittently collecting U.S. mail deliveries?

The Department provides bid acceptance communication by both email and formal letter formats.