



Land Resources & Environment Department
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October 24, 2022

Interested Consultants

Re: Sauk County, Wisconsin
 Great Sauk State Trail Master Plan
 Questions and Responses Update

To Whom It May Concern:

Attached are the updated questions submitted to Sauk County since the date of the RFP release on September 26, 2022. Also included are the county's responses. If questions are received, responses will generally be posted each Monday of every week with the final summary of questions and responses being posted on November 1, 2022 by 4:00 p.m. CST.

Question 1: We were reviewing the GST Trail Planning RFP and wondering what the County's Budget is for this project work?

Question 2: Is the County able to share the budget for the master plan with consultants? If so, what is it (without real estate acquisition)?

County response to Question 1 and 2: There are funds allocated to the project, however a specific budget has not been identified.

Question 3: Relative to Addenda #1 for the Great Sauk State Trail Master Plan, I have the following question:

The addenda references the creation of a "trail right-of-way plat showing the boundaries of all required lands for the construction and maintenance of the trail and implement a process for trail easement location identification and acquisition over public and private properties"

Is the County envisioning a formal plat of survey, traditional plat, Transportation Project Plat or are they envisioning one of the following (or combination thereof/something different)

- a) a conceptual display that would identify potential real estate needs by general area with the parcel boundaries identified and proposed conceptual acquisition area (e.g. "~ 15' width to allow for trail construction and drainage easement" ?
- b) a slightly more detailed display that would then identify:
 - a. Parcel property owner
 - b. Parcel boundaries
 - c. Parcel land use

- d. Detailed proposed acquisition area and estimated acreage (based on building a project corridor)

County response to Question 3: The county is requesting that at a minimum a more detailed display be prepared that shows:

- a. Parcel Property Owners
- b. Parcel Boundaries
- c. Identified constraints such as wetlands/floodplains, difficult road crossings, lack of potential easement access/public right-of-way width, slope, etc.

The county is not requesting a plat of survey, traditional plat, Transportation Project Plat nor is the county requesting land use data or detailed acquisition areas/acreage.

Question 4: Just in considering the overall project, providing a budget or budget range to potential responders provides them with valuable information regarding their team structure, potential partners, and scope and approach. Additionally, the understanding of the potential budget range allows responders to make informed decisions regarding their ability to respond to the RFP. As there is substantial time and effort required to adequately respond to this RFP, an understanding of the budget is critical to responders to justify the pursuit cost. The October 10th Response to Questions document states that “funds have been allocated to the project” without clarity on the amount of the allocation.

We kindly request that Sauk County provide either an anticipated budget range amount or the amount of current funds allocated for this effort. This information is important to all responders and will provide Sauk County with better overall and informed responses. I hope this makes sense and really appreciate your further consideration.

County response to Question 4: The primary focus of the RFP is to identify the most qualified consultant that has a demonstrated ability to deliver a successful planning process and trail master plan. The scoring criteria under Section 5. Proposal Evaluation of the RFP demonstrates the weight of scoring criteria which places a heavy emphasis on understanding of the project and technical design as well as project approach. Together these items constitute 50% of the score. While still part of the scoring criteria, the project budget only constitutes 15% of the score. Sauk County has not established a specific budget or budget range for the project, however Sauk County does believe that there is adequate funding available to be in a position to select the most qualified consultant.

Question 5: Under item #7 Project budget, it requests the following:

- Current hourly rates for staff.
- Current overhead rates for all team members.

Our billing rates per person include the direct hourly rate + overhead + profit. Instead of separating it out, would it be acceptable to list each person per billing rate and note that that rate is all inclusive and includes direct hourly rate, overhead rate and profit?

County response to Question 5: It is acceptable to list each person per billing rate and note that rate is all inclusive and includes the direct hourly rate, overhead rate and profit.