

Clarifying Questions – RFP for Design and Engineering Services of Sauk County Farm Education Hub

February 27th, 2023

- 1. The RFP Scope of Work includes an “education/ event building” but the design of a building is not mentioned in the deliverables. Can you clarify that an architect-designed building is part of the phase 1 project scope?**
 - The County is not currently looking for architectural building designs as there are not funds for construction of the educational building. We are looking for a general location of the building to be placed.

- 2. If a building is part of the phase 1 scope:**
 - a. Is the building intended to be used in all four seasons?**
 - The future building would be used in all four seasons.

 - b. Is there current direction on the type of building desired? (ie: custom design, prefab or renovation of an existing structure)**
 - Not currently. This is to be decided as part of the design process.

 - c. Since a septic investigation is requested in the RFP, a logical conclusion would be that four season restrooms are desired, please confirm if this is intended to be part of this first phase of work.**
 - The property has experienced multiple reiterations of buildings over the last 150 years, some of which have had clean fill materials buried on-site. A POWTS system for future four season restrooms should be identified to be placed outside of any such disturbed area.

- 3. Can you confirm the proposal is limited to the 14-acre Educational Hub portion of the property?**
 - The proposal is limited to the 14-acre Educational Hub.

- 4. Is the History Walk to be designed in totality as part of this effort?**
 - The history walk will extend beyond the education hub, through the demonstration plots, to the cemetery. The portion of the trail located within the education hub will be routed as part of this proposal.

- 5. Has the County considered, or have an interest in, separate ingress/egress for ag equipment vs future visitors?**
 - The County is interested in separate ingress/egress of agricultural equipment. There are currently two access points to the main area of the property from Hwy 154, one on the northern edge near the cemetery and the main entrance on the eastern side of the property.

- 6. What is the County’s budget is for professional services?**
 - The 2023 LRE budget has allocated \$75,000 for this project.

- 7. Should consultant attendance at public/stakeholder input sessions be considered as part of the base scope, or included as “additional services” on a per meeting basis?**
 - Please include attendance at public input sessions as additional services.
- 8. In regards to the POWTs evaluation:**
 - a. Is the prior POWTS that served the former healthcare center abandoned or is it feasible for re-use?**
 - The prior POWTS system has been abandoned in its entirety.
 - b. The RFP mentions a soils analysis for future POWTS system – should that POWTS be designed as part of the base scope?**
 - The POWTS system will not need to be designed at this time, instead a soils inspection should be filed showing ability to treat a certain amount of gpd.
- 9. Is there still an active and safe well on this property to provide potable water?**
 - There is an active well (unique #BG901) on the property which is currently in use for pasturing animals. It has not been tested for human potability since the removal of the Healthcare Center in 2010.
- 10. Does the County desire photo-realistic renderings of the site to support fundraising efforts?**
 - Yes, as part of additional services.
 - a. Optional 3x5 panel – should this be listed as an “additional service”?**
 - Yes.
 - b. Is the County envisioning this promotional panel as a plan overview?**
 - Yes, as a plan overview of just the educational hub.
- 11. Please confirm that the deliverables for the design team should include full design and engineering services (such as Schematic Design, Design Development, Construction Documentation, Bidding, and Construction Administration) for all scope components listed in the RFP including: community gardens, demonstration plots, prairie restoration, memorial garden, outdoor learning space, an education/event building, walking paths and educational signage, and ag production?**
 - The entire education hub is to be designed (Schematic Design and Development) including but not limited to community gardens, prairie restorations, demonstration gardens, memorial gardens, an outdoor learning space, walking paths, educational signage, and placement of the educational/event building. Only the drive, parking area, and stormwater features are to receive full engineering services with construction documentation. The County will handle bidding and administration. The design should allow for staged development over a twenty-year period as funding becomes available for additional infrastructure.
- 12. Can you provide more information about anticipated square footages/size for the various scope components being proposed (see scope list in question #2)?**
 - Not at this time. This will be decided through additional community input.
- 13. Please confirm whether the outdoor classroom and educational/event building should be included in this Phase I scope of work (the Master Plan shows it as part of Phase II). If included, can you**

provide more information for the indoor classroom and educational/event building program (sf of classroom space needed, restrooms, etc.)? Will this program component be a stand-alone new building or integrated into an existing structure? Do you have a working budget set aside for this scope item?

- The indoor and outdoor classroom spaces are not being engineered at this time, but just placed until additional funds are available. The indoor classroom will need to be large enough to fit approximately 50-75 people with tables and separate restroom area. The type of building to be constructed has not yet been decided.

14. What level of consultant support do you need for the Agricultural Production and Demonstration Plots scope items?

- None. These plots have already been bid out to local community groups and will be planted in spring.

15. Based on the Master Plan, it looks like the construction budget for the scope of work being asked for in this RFP is around \$826,000, including an "indoor classroom" and the memorial garden (from Phase II). Please confirm this budget assumption is accurate or provide/confirm the anticipated construction budget for this work.

- Funds are not secured at this time for the construction of the indoor classroom. Architectural and construction services will not be needed for the indoor classroom until funds are available.

16. Are you looking for bidding support and construction administration as a part of the RFP?

- Not at this time, but it may be shown as an additional service.

17. Will sub-consultants be precluded from future work on the site at the time of construction?

- No, sub-consultants will not be precluded from future work.

18. There is mention of an educational/event building, outdoor learning space, and various gardens and demonstration plots, in addition to the driveway, parking lot, and stormwater management features in the description of the scope of work. Is the intention for the final site design and layout to include all of these elements, while the driveway, parking lot, and stormwater are to be taken further to be included in the Engineered Construction Plans, as a first phase of construction?

- That is correct. The intention of the RFP is to design and place all features of the education hub to phase out development as funds are available. The engineered construction plans for the driveway, parking area, and associated stormwater features are the first phase of that construction.

19. Depending on the answer to the above, we have a few follow up questions:

a. Do you anticipate the need for architectural design services, or preservation architectural services as part of the scope of work?

- No, we do not. The design and construction of the building will be a later phase.

b. Is it assumed that soil borings will be taken at locations to provide information on all phases of future construction, in addition to those that will be needed to perform the first phase?

- That is correct.
- 20. Do you have an anticipated bid date, construction start date, or construction completion date in mind for the project?**
- Not at this time.
- 21. Can you confirm whether bidding support or construction administration will be a part of the scope of work for the consultant team?**
- Not at this time, but it may be shown as an additional service.
- 22. Is there an identified budget or funding source for the design/engineering scope, and/or for the subsequent construction project?**
- The 2023 LRE budget has allocated \$75,000 for the design portion of this project.
- 23. Should design of the education center building be included in the scope of this proposal? If so, to what level (Concept, SD, DD, CD)?**
- The County is not currently looking for architectural building designs as there are not funds for construction of the educational building. We are looking for a general location of the building to be placed.
- 24. The RFP has a list of functions for the 14 acre front entrance area: “The area should provide space for parking, walking paths, educational signage, community gardens, demonstration plots, prairie restoration, educational/event building, outdoor learning space, memorial gardens, and agricultural production.” This feels like a lot to physical fit onto 14 acres. Should we assume that some of the program elements could expand beyond the 14 acres? How will the extent and size of community gardens and agricultural production areas be defined?**
- There is agricultural production occurring on the property, but directly within the 14-acre education hub. It should be noted though that there will be agricultural equipment moving through the property and active agricultural production directly adjacent. All of the active agricultural areas are currently defined. The size of the community gardens will be decided as part of the additional public input.
- 25. Should design of the amphitheater area be include in the scope of this proposal? If so, to what level?**
- Not at this time. We are looking for a specific location of the outdoor education area to be placed.
- 26. The RFP states that the project should “design the Education Hub”...is this in reference to the zone on the diagrams called “Educational Space” or is it specific to the new indoor classroom?**
- The design of the Education Hub is the educational space as noted on the Sauk County Farm Master Plan maps. The indoor classroom will only be placed at this time.
- 27. The RFP states that the design shall “allow for staged development over a twenty-year period”. We would assume that this means taking the design of the Education Space (the +/- 14 acres designated in the Phase Three graphic diagram) to a DD-level design and then, subsequently, taking only the driveway, parking lot and stormwater facilities to a construction-documents level set of plans. Does this seem correct?**

- That is correct. The intention of the RFP is to design and place all features of the education hub to phase out development as funds are available. The engineered construction plans for the driveway, parking area, and associated stormwater features are the first phase of that construction.

28. What role would the consultant team plan in producing written specifications for the project?

- The construction documents should include project specifications for the first phase.

29. Will the County lead a competitive bidding process for the first phase of construction? If so, what is the County's vision for the consultant team's role be in bidding, contract negotiations, construction oversight and close-out, construction close-out, etc.?

- We have not included those services in this current scope, but it may be shown as an additional service.

30. The RFP text seems to suggest that Sauk County project management team leads would organize and lead the two public input sessions indicated in the RFP unless the consultant's value-added services for attendance and organization are accepted. Please confirm that the consultant is not required to attend any public meetings as part of the base scope of services.

- That is correct. Staff will share all feedback from public input sessions. If the consultant is willing to include public meetings as part of the scope, please include as value-added services.

31. Do you have an anticipated construction budget in mind? Design fee in mind?

- The 2023 LRE budget has allocated \$75,000 for the design portion of this project.

32. Do you have an anticipated schedule for the design and/or construction of the project in mind?

- We are anticipating beginning in May and having a final design by late fall or early winter of 2023. There is not a construction schedule currently.

33. Of the existing buildings on the site, how many of them have plumbing, electricity, water service?

- Two of the storage sheds have electricity. None of the buildings have plumbing or water service.

34. Is there currently a well and septic on the site?

- - There is an active well (unique #BG901) on the property which is currently in use for pasturing animals. It has not been tested for human potability since the removal of the Healthcare Center in 2010.

35. This scope of work includes only the 14-acres associated with the "front entrance", correct?

- That is correct.

36. Based on the image below, it appears wetland indicator soils would be out of the scope area for this project (assuming the boundary shown below is approximately accurate). Would we need any wetland delineation for this project?

- There is no need for a wetland delineation for this project.