

# RFP for Winchester Boulevard Complete Streets Conceptual Design



## Q&A:

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**Q: What level of technical specificity would the Town like? Does the Town prefer that the team be led by an engineer, or can the prime consultant firm have a different area of expertise?**

A: The Town does *not* have a preference to the team management approach. The Proposer shall have engineering expertise sufficient to analyze construction feasibility and expertise sufficient to develop 10%-level conceptual designs and conceptual cost estimates. The team should include members in other areas of expertise to deliver the products that are responsive to the community's needs and priorities.

**Q Is a conceptual design based off an aerial sufficient, or does the Town want a topographic survey to be included?**

A: The Town will provide high resolution aerials and topography maps with contours drawn at 2ft. intervals and 1' horizontal and vertical accuracy. The attached sample of aerial image (created at 1"=40' scale) shows the level of details. We do not expect a topographic survey to be included in this phase. A conceptual design should be based off an aerial that the Town provides or the consultant obtained from other sources, as approved by the Town.

**Q: What level of involvement of the consultant in the community outreach process is expected from the consultant?**

A: Town staff will lead the community outreach process, including developing strategies and identifying stakeholders. The consultant should be involved in preparing presentation materials and attending up to three (3) public meetings. The presentation materials may include project narratives and conceptual drawings that are suitable to printed and digital media.

**Q: Does the Town want a formal pavement evaluation to be included?**

A: No.

**Q: Is there a budget figure or range for the consultant design work?**

A: Currently the Town hasn't decided on a specific budget. Based on the costs of similar projects, level of complexity, and the scope of work, Town staff is estimating the budget to be around \$200,000.

**Q: Does the Town have additional background information on this project?**

A: In addition to the information included in the RFP, proposers may also review the attached staff report.

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## Addendum:

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Please note the submittal deadline has been extended.

### PROPOSAL SUBMITTAL DEADLINE:

**DATE:** November 5, 2019

**TIME:** 4:00 pm

### 5. RFP TIMELINE

The Town intends to select a firm within thirty days following the submission deadline. The Town may, at its own discretion, conduct interviews and other evaluations of some, all, or none of the applicants prior to selection. The Town will select the firm that best meets the needs of the Town.

RFP and Project Schedule (Updated October 14):

Task	Schedule
Request for Proposal	October 2, 2019
Questions from Proposer	October 9, 2019
Town Response to questions from proposers	October 14, 2019
Deadline for Proposal Submittals	November 5, 4:00 pm
Interview (if required)	November 12 - 13, 2019
Selection of top-rated firms for scope refinement	November 19, 2019
Contract Award (Council)	December 3, 2019
Notice to Proceed (tentative)	December 4, 2019
First Draft Design	April 1, 2020
Final Delivery	June 30, 2020

