



Lewis and Clark County
Grants and Purchasing Department
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Request for Proposals Addendum
Northstar Park Master Plan
Addendum #1: Questions and Responses

How would you like to see the cost proposal included since this is for A/E consulting services and is there weight or scoring associated with the cost proposal. Should the cost proposal be submitted separate from the Proposal?

While the RFP welcomes submissions from architectural/engineering firms, the solicitation does not specifically call for A/E consulting services, but rather, “qualified consulting firms”.

Proposals will not be evaluated based on cost estimates and there is no scoring associated with cost estimates. These can be presented separately from the proposal or may be included within the proposal. Cost estimates are intended to be used as a starting point for contract negotiations.

Is it possible to interview the potential selected consultant via Zoom or another virtual platform?

Yes.

As a stakeholder listed in the posted RFP, is the North Valley Park Alliance eligible to submit a proposal for this project?

The RFP requests proposals from qualified consulting firms. All proposals will be evaluated and scored based upon the criteria established in the solicitation.

While the North Valley Park Alliance (NVPA) is a stakeholder in the development of this County-owned property, it is not engaged in the evaluation of proposals submitted in response to this solicitation.

If NVPA believes itself to be a qualified consulting firm that can provide the services established in the solicitation, Lewis and Clark County welcomes the firm’s proposal and will score it along with all other proposals received based on the established criteria.

In regard to Unique Entity Identification, should subcontractors or sub-consultants also register for a Unique Entity Identification through sam.gov or is this registration only required for the principal firm?

Only the principal firm is required to register for a United Entity Identification.

When preparing the proposal, should we print the document on 25 pages, one-sided or two-sided?

The proposal cannot exceed 25 pages with printed texts or graphics, including the resume and cover letter. It is up to the firm if the pages are single- or double-sided.

Do sub-consultants or subcontractors count towards the firm's experience in relation to the scoring criteria for this RFP?

Yes.

If our firm has no employees, do we still need to provide workers' compensation insurance?

Yes, unless an exemption certificate is provided.

Is proof of insurance required from all subcontractors or sub-consultants involved in the project?

Only the principal firm is responsible for proof of insurance.

Has the county-wide Parks and Rec Plan been updated since 2017?

No. An updated Plan was prepared and considered by the County Commission in 2019 after an extensive review process, but it was not adopted.

Can you share the consultant budget you have available for this project?

\$50,000.00.

To help with our project approach, can you share the capital budget you have allocated for the construction of this park?

There is no budget allocated for the construction of the Park at this time. Once a Master Plan for the Park has been approved by the County Commission, staff plans to seek grant monies and other funding sources to assist with the construction of the Park improvements.

This site appears to have been used as a borrow pit/County materials storage yard.

The site has not been used as a borrow pit or for storage of County materials. A contractor was storing construction materials at this location without County approval, and was required to remove that material.

Is a topographic survey available?

A survey is available for the project site (C.O.S. No. 3246694 Parcel B), and topographic data from 2012 (Contours 2012) is available using a County GIS layer.

Are there any known contamination issues?

No. In addition, there is no site-specific data for radon potential on the subject property; however, Lewis and Clark County is rated as Zone 1 (the highest designation) and may have predicted average indoor radon screening levels greater than 4 pCi/L.

Has a Phase I environmental study been completed, or is one needed?

An Environmental Assessment was prepared for the Northstar Subdivision, Phases II-VI-B in 2005, which included the Park property.

Any easements or other site encumbrances we should be aware of?

There is a 40-foot wide public access and underground utility easement along the west property boundary, a 50-foot wide public access and underground utility easement along the north property boundary, a 30-foot wide public access and underground utility easement along the east property boundary, and a 12.5-foot wide public access and underground utility easement along the south property boundary. There are also water wells located on the south side of the property.

Are there planned road improvement projects for either Applegate Drive or Lincoln Road West? Would they include curb, gutter, and sidewalk?

The Montana Department of Transportation is planning to construct a roundabout at the junction of Lincoln Road and Applegate Drive.

There are no plans for curb, gutter, or sidewalk projects.

There is an existing trail along the west side of North Montana Avenue from Lincoln Road West to north of Prairie Road. This same trail runs west along Lincoln Road West.

Are there any plans for a trail along the Helena Valley Canal that could connect to this park?

There are no plans for a trail at this time; however, there is an existing trail along the west side of North Montana Avenue from Lincoln Road West to north of Prairie Road. This same trail runs along Lincoln Road West and crosses over the canal.

A true “regional park” typically includes amenities such as ballfields, courts, and other large-scale infrastructure. Is that what you envision for Northstar? Any additional facilities or buildings for the park that we should consider in our response?

Ballfields, courts, and other infrastructure, facilities, and buildings could definitely be considered for this Park. Assessing the needs in the Helena Valley and obtaining Input from citizens and stakeholders will be the key to informing the Park’s design.

The RFP references a project website (final sentence of Task 1). Will it be responsible of the consultant to develop this website?

Project updates will be posted on Lewis and Clark County’s existing website by Staff.

We understand that this project is a master plan, and that construction of the park will require a separate project to create construction documents based on the design of the master plan. Is that correct?

Yes.

The RFP outlines the development of 2 different scenarios for the master plan, and Task 4 implies the final scenario. What will be the decision-making process to select one of the options? Will it occur at the end of Task 3 with the Parks Board?

The consultant (following edits by Staff) will present the two scenarios to the Parks Board with a recommendation. The final scenario will be determined at the end of Task 3 with the recommendation from the Parks Board.

Is the town providing a survey and/or do we need to provide one?

The park has already been surveyed, so the consultant will not need to have one prepared for the project.

Is there a budget for the project?

\$50,000.00