

Town Plaza – Phase 2 Statement of Work (SOW) Questions

- 1) **Have we received a revised proposal that accurately reflects the costs of Design Studio's Proposal?**
 - a. Yes
- 2) **In the Project Startup Phase bullet 1 refers to preparing a sub-consultant contract, what is this, who will this sub contract be with, and what if any is the additional cost for this sub contract?**
 - a. The sub-contracts are between DSE and their supporting team. The proposed price of \$25K includes the sub-contract entities that DSE will engage.
- 3) **Bullet 2 refers to using the Town Crew staff to generate an existing utility map? Is the expectation that we will be reimbursed for our Town Crews time and will the Town Crew be generating the utility maps for all of prospective sites in the site matrix?**
 - a. The Town Crew will not be expected to do anything specific. The Town Crew along with others in the town with appropriate knowledge, may be engaged by the Consultant when developing the base maps for the chosen site.
- 4) **Paragraph 2 refers to a Site selection Matrix being reviewed in the Startup Phase but does not specifically reference developing a Site Matrix, it is ambiguous as Bullet 3 references developing a Site Matrix. Please clarify that the Startup Phase is responsible for both developing and reviewing the Site Matrix.**
 - a. The site matrix has already been created. In the process we have outlined, the Steering Committee will finalize the Matrix during a meeting prior to the Design Charrette, and the top 2-3 sites will be presented to the public during the Design Charrette process. The first half or the first night will be the public input on the final site selection.
- 5) **The hourly rate for Design Studio appears to range in the \$90-\$95 range. Is the proposal a fixed price proposal based on the number of hours proposed? In the event more hours are required are they included in this proposal or will the Town be billed for additional hours, if so at what rate?**
 - a. The SOW elements do not just include Design Studios etc. Some of the tasking includes the other team members, and or other resources needed to accomplish the objectives. The contract will be a fixed price, not to exceed \$25K, for the elements in the SOW. If we expand or materially change the SOW along the way, we can expect to eat into the \$10K contingency.
- 6) **The Community and Stakeholder input meetings are both scheduled for evening meetings and it appears an attempt is being made to get input from residents that are in favor as well as those opposed, however, some people cannot attend evening meetings and some cannot attend daytime meetings due to work schedules. Based upon the survey and input from the public hearings 60-70% of the people participating are not in favor, consideration Ned's to be given as to scheduling to ensure a fair and equitable process.**
 - a. Additional meetings can be conducted for additional costs. It is felt that an evening meeting will yield the best attendance. For all the steps in this phase, the deliverables will be posted so there will also be the ability for people to comment

on-line. The results of the 2 design charrette meetings will be posted, and additional input will be sought from those unable to attend.

- 7) **What is the targeted budget for the Plaza? It appears to be a moving target, and Design Studio's proposal offers no clarification other than a ROM estimate as part of the process.**
 - a. There is no specific targeted budget that has been set. In the first Phase we set an arbitrary Budget in order to explore “what was possible” and to give design teams parameters to operate within. In Phase 1, we demonstrated that a \$1.3M Budget is feasible, while no decision has been made if this level of budget is acceptable. The process laid out for Phase 2 will result in a design concept based on public input to both programming objectives of the Plaza along with amenities aligned to those programming objectives. This process will establish the official budget. At the end of this Phase we will have a Cost estimate with a 10-15% contingency. The final budget will be established after Construction plans are created and Construction bids are obtained.
- 8) **There does not appear that there is any provision in this proposal to identify overall and ongoing maintenance costs and this clearly an issue that needs to be addressed as part of the overall process.**
 - a. Maintenance costs will be estimated after a design is developed. It will be primarily the Town’s tasking, not the Design team, and is therefore not specifically called out in the SOW. The Design Team is focused on aspects such as maintenance during the design process and will have input to our estimates for maintenance.
Minimizing maintenance costs should be an on-going theme in our design efforts.
- 9) **I believe that the deliverables in this proposal do not warrant a \$25,000.00 investment by the Town of Boulder Junction.**
 - a. The deliverables defined at each step of this Phase are tailored to what is necessary to move the process forward, within the constraints that town has placed on the process. The final deliverable to this phase is a Master Plan Design of the space, with a construction budget that will be within 10-15% of reality. The Design Consultant we selected was done so through a competitive process, which yielded the best value approach for the Town.
- 10) **A public meeting being conducted in conjunction with a town event or festival is a novel but very unpractical idea**
 - a. Final strategies on communication and outreach for this project will be undertaken and executed by the Steering Committee (TBD)
- 11) **There seems to be a rush in moving this project along. Support that would normally be given is not forth coming on this project.**
 - a. The entire process as currently envisioned is nearly 3 years. The next 6-7 months is the phase for Public engagement. While this phase is scheduled and regimented, the end result of this phase will dictate the future pace of the project. Public support, funding, and a design must all align and be supported before we move forward beyond the design phase.
- 12) **There is a lot of citizen concern with the 1.6 million price tag associated with the ‘plaza’ concept, the ability of the town down the road to be able to maintain such an investment.**

- a. The official budget has not been established. The initial Phase set an arbitrary budget of \$1.5M in order to provide the teams with design parameters. It was shown in the Phase 1 Public Hearings, through our preliminary 'source of funds' analysis, that it is feasible to support a \$1.3M budget if we so choose. The 'real' budget will result from this design phase. Public input on site selection, programming of the site, and design features/amenities will all dictate the ultimate cost of the project. The process does not create a \$1.3M bag and then fill it up with stuff. The process lets the Public define what is needed and desired for the space, then we add up the numbers and iterate from there until we achieve a balance between what we are prepared to spend and what we want in the space in order to accomplish our vision for the space.

13) It is felt that the \$25,000-35,000 would be better utilized on what is deemed necessary – toilets being number one and the possibility of a stage or a band shell location(s) to be determined.

- a. The Design Consultant fee is being spent to determine exactly what it is the 'town' wants in the 'Plaza'. This money will not go to waste in that the process has been defined such that the end product of this design phase is a 'plaza' that we defined/designed. And by default, would be interested in building. Therefore the effort and work product is fully applicable to the next phase.

14) A better utilization of our parking lot (next to skids) to relieve parking during the busy season. Be this perhaps a paved area, which would be preferred by most visitors over a gravel area.

- a. As this is one of the primary sites being considered for the 'plaza', the end use of this space will be intertwined with our Design Charrette efforts. However, the idea of improving this parking area is an important piece of improving the downtown visitor experience.

15) The cost of these projects could easily be undertaken within the funds we currently have, at a minimal cost and would greatly improve our community and allow us to continue to grow room tax allotment for further needs without being committed to a loan payback. The taking on of additional long term debt for such a project, is considered not wise use of our future resources.

- a. How the project is ultimately funded is a key interactive aspect of this Design Phase. If, through the design process, and the source of funds efforts, it is desired and recommended not to utilize debt financing, that will become a keystone element for the project. That limitation to funding has not been arbitrarily place on the project at this stage of the process.

16) We are committed to and the implementation of our road project. This also is a long term investment/debt for the community.

- a. The Road Project is a Tax Levy situation, and is separate from this effort.

17) Could we get input from Garret related to a scaled down version of a downtown or other location(s) improvement project?

- a. The Design Phase process has been defined by our Design Consultant to allow the Public input to help define and identify the scope of the design. Until our Design Consultant is under contract, I do not feel it is proper for us to request his services in this manner.

18) The lack of community support and the concern over the extravagance of the project begs us to slow down and take a better look at our needs and wants. We need to listen to our citizens.

a. The process is designed to 'hear' from all those that want to participate.