



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

ADDENDUM NO. 1

April 30, 2015

REQUEST FOR QUALIFICATIONS-ARCHITECTURAL DESIGN SERVICES The PROPOSAL DATE remains unchanged: Wednesday, May 6, 2015

This addendum is issued to modify the previously issued RFQ documents and/or for informational purposes, and is hereby made a part of the **REQUEST FOR QUALIFICATIONS**. Please attach this addendum to the documents in your possession, and confirm receipt of Addendum No. 1 in your proposal.

1. **Instructions to Proposers:**

- A. Attached are meeting minutes from the Pre-Proposal Conference held at Parkville City Hall on Tuesday, April 28, 2015 at 10:00 a.m. Central Time. These meeting minutes are hereby made a part of the Request for Qualification Documents.

Any questions regarding the information provided herein should be addressed within 7 days to Public Works Director Alysén Abel, either by telephone 816-741-7676, or by e-mail to Aabel@parkvillemo.gov.



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**MEETING MINUTES
PRE-PROPOSAL CONFERENCE
REQUEST FOR QUALIFICATIONS-ARCHITECTURAL DESIGN SERVICES
APRIL 28, 2015, 10:00 A.M.**

Attendees:

John E. Freshnock – Williams, Spurgeon, Kuhl & Freshnock
Devin N. Hughes – Davidson Architecture & Engineering
Jim Smolen – A3G Architects
Brandi N. Wooton, A3G Architects

City of Parkville Representatives:

Alysen Abel, Director of Public Works
Jan Davis, Administrative Assistant, Public Works Dept.

Alysen Abel described Platte Landing and English Landing Parks, Park amenities and structures currently in place. She described the City's thought process toward the design of the proposed men's, women's and family-oriented restroom to be constructed in English Landing Park. The City considered construction of a pre-fabricated building, but once costs were evaluated, they exceeded the budget. The City is now looking at a design/bid/build process with a tight timeframe.

1. The City has received a \$40,000 Outreach Grant from Platte County to partially fund the construction of the new facility. The facility will replace an existing restroom near the entrance to the Park that is slated to be demolished. The new structure may or may not be located adjacent to the existing structure. The total budget for construction and design is \$200,000.00.
2. Phase I – The City is hoping that by October/November of 2015, the construction documents and bid process will be complete in order to take advantage of contractors who have completed school contracts. The City's plan is to complete the Park season with the existing restroom, and begin demolition of that structure in the fall, with the new restroom to be open in early spring, 2016.
3. Ms. Abel responded to the following questions:

- A) **Should a landscape design be included?**
1) *The City would be interested in including some landscaping, but something appropriate for the budget and structure. The landscaping also needs to survive being in the floodplain/floodway.*
- B) **Would a civil engineer be required on the design team?**
1) *This structure is in a flood plain and will therefore need to meet FEMA and the City's floodplain management requirements.*
- C) **What is included in the grant reporting requirements?**
1) *The City will take care of the grant reporting to the County. Limited information may be needed from the architect for completion of the report.*
- D) **What type of on-site help would be required?**
1) *On-site review of in-place construction would be needed for compliance with codes. Would require more than (1) site review and less than (5). This can be negotiated with the professional services contract and included as an hourly service.*
- E) **The current restroom butts up to a basketball court. Will that basketball court stay as located?**
1) *Yes. The City is not married to the current restroom location and would consider another location. We would look at the recommendations made by the Architect with regard to the overall park plan and floodplain locations.*
- F) **Is there a theme to the Park?**
1) *There currently is no real theme to the Park, but we would like to stay with a pallet similar to that of the McKeon Stage located in the Park. Currently, English Landing Park seems to have a "blue" theme and Platte Landing Park a "green" theme.*
- G) **Can you clarify the public meeting requirements?**
1) *The Community Land and Recreation Board (CLARB) and Board of Aldermen have final approval of design and construction. The successful proposer would be asked to present the design at both the public CLARB and Board of Aldermen meetings.*

2) ***Can this presentation be done in a location other than City Hall?***
No, the presentation would need to be done on the first floor of Parkville City Hall at two (2) public Board meetings.
- H) **Have the existing utilities and storm sewers been evaluated to see if there are any repairs required?**
1) *No. The City will utilize Missouri One Call to locate and mark all utilities and will look to a surveyor for topography.*
- I) **Is the City interested in including any green technology in the design?**

1) *No, not at this time. You could consider low-cost, environmental options and life-cycle costing.*

Ms. Abel thanked all who attended and advised that questions should be addressed to her at the phone number provided above.

Adjourned