

1. Will there be an interview as part of the RFP process/Consultant selection?

Maybe. Interviews will be conducted on an as-needed basis, potentially dependent upon number of RFP's received and candidate qualifications along with results of the initial evaluation process. Attempts will be made to enable video conferencing if need be to avoid multiple trips to the area.
2. Who are the primary stakeholders (Town, HOAs, Task Forces, Special User Groups, etc)?

Primary stakeholders are the Town/Community members; Visitors; Park users (Triple Crown events etc.) In addition to groups listed above County, and adjacent landowners
3. The RFP refers to (3) public meetings. Which public meetings (neighborhood, Planning Commission, Town Board) do you anticipate the consultant attending and how many of each?

Public meetings will be conducted and facilitated by Town Staff. The RFP has "advise on facilitation of up to (3) public meetings, workshops, etc. during the design development process". Informal public input has been done at events and programs and with advice and consultation of consultant more input can be achieved. Also on RFP "selected consultant will assist in advising additional methodologies, including participatory workshops or presentations to specific organizations." Role of consultant would be advice and recommendations rather than facilitation and presentation.
4. How many presentations do you anticipate the Consultant attending with the Parks and Recreation Board?

1-2 presentations – initial and final
5. Will Parks and Recreation coordinate all notifications for public meetings?

yes
6. Will there be any interaction or coordination with the County or other agencies?

An Intergovernmental Agreement is in place within the Town and Routt County. In preparation for construction, coordination with the County as a stakeholder and owner of entry/drive into park is needed and will be conducted by the Town. No formal interaction is required, however to further relationships we are informing and working with the Routt County Fairgrounds (adjacent) for input and perspectives.
7. What levels of approvals will the plans require (typical development application, approvals from each agency, County Level, etc.)?

Town of Hayden level (Town Council) as Dry Creek Park is already developed and this is a part of the master plan.
8. What level of plans (site, landscape, irrigation) are available to the consultant for reference during the design process (design drawings, as-builts, survey)?

The master plan, as-builts, and existing site plans are available for Dry Creek Park which should assist in concepts.
9. The RFP refers to CDs. At the site visit, the Town Manager clarified that the RFP should include fees up to Pricing Set level drawings to achieve an estimate for a GOCO grant application. From our understanding after the site visit, a pricing set is need before the grant application, and CDs would follow after grant award. Is this how it should be reflected in the schedule?

Detailed Construction Documents would follow after the grant award, however pricing set estimates need to be at a level for good, fairly certain cost estimates with 80% design within the concept. Final construction documents are part of the formal project.
10. Please clarify the Grant a little further as the schedule will need to refer it. (ie. – what type, application deadline, review period, and award date). It is our understanding there are no GOCO grant application deadlines in the spring. Is this for other type grants?

GoCo is primary funder for this project and our internal application deadline is September 1, 2018. Potentially we will submit to other funding entities for portions of the development (e.g. amphitheater, fitness trail). Spring summer aspects will be compiling the grant, public process, gathering materials and writing.
11. Will Parks & Recreation coordinate advertisement & distribution of Bid Documents?

Yes, Staff/Town will coordinate advertisement and distribution of bid documents. This design process will be for assistance in the initial process of this within the initial design period.