

# ASHE EDIBLE SCHOOLYARD RFP QUESTIONS

As of May 9, 2014, the following questions have been posed by one or more of the teams submitting proposals for this project. The questions have been grouped by the topics in bold. Further questions may be submitted but may not be able to be answered until after the May 28 submission deadline.

## **APPLICATION PROCESS**

*What are the Project Data Sheets? Is it okay to submit more than 3?*

The Project Data Sheets requested should be completed in the form of Attachment C. These are intended to provide examples from your team's body of work that would be relevant to experience required of your proposal. Three is the minimum requested. Additional projects may be provided in a similar format.

*Will there be separate design contracts for the separate phases of construction work?*

Whether or not the entire project is built at once, the design work should represent all phases at once in order to allow comprehensive reviews of the entire project by NORD, Planning Commission, and FEMA. While proposed design work should be budgeted as a percentage of each phase for potential FEMA funding through the second phase, one contract should be awarded to design both phases simultaneously.

## **DESIGN PROCESS**

*What is the anticipated interaction with NORD, FEMA, the Ashe Garden Build Committee, ESYNOLA staff, Ashe staff, and various neighborhood and community groups during design?*

NORD and the neighborhood have already approved the general design concept of a greenhouse, gardens, and a garden pavilion going into this site. They have been familiar with the existing gardens at Ashe for a couple of years now. In order to go to Design Advisory Committee (DAC) for review we will be required through the Neighborhood Participation Program (NPP) to hold a neighborhood meeting for anyone within 300 feet of Oak Park to understand the design and share concerns. We could organize a preliminary meeting with select neighborhood leaders before the actual NPP to get their input.

*Should the design team anticipate allocating significant time for outreach, presentation, and approval processes before reaching a finalized design?*

Yes. At least one representative from the design team should anticipate being present for a few preliminary design meetings with ESY Staff, a couple of neighborhood meetings including the NPP, and the DAC meeting.

*Will interaction be handled through a smaller, decision-making committee? Also, how will the structure of these stakeholders change from Phase 1 to Phase 2?*

Yes. Over the summer we will not be able to convene all parties of the design selection committee. A representative group of 3-6 will be available for design consultation through July 21 when faculty returns. By that time we hope to be able to present a refined conceptual design to the larger group then go to Neighborhood Meeting and Design Advisory Committee.

*Will there be any interaction with FEMA or other State or National stakeholders during Phase 1?*

FEMA will need to be sent copies of plans at the Schematic, Design Development, and Final Construction Documents phases. Construction seeking FEMA funding will not be able to break ground until Construction Documents are approved by FEMA. Design may proceed up to Final Construction Documents without resolving all FEMA concerns, but all concerns must be addressed before

beginning construction. Relationships with FEMA stakeholders will be made as soon as design team is selected.

*Are the projected Milestones listed on Pages 8-9 for Phase I only or for both Phase I and II? If the Milestones are for Phase I only, is it an option to include the Grading and Erosion control Plans listed on Page 9 in the submittals for Phase II?*

We would like to only go through these review processes once for both phases. FEMA's approval of conceptual plans should provide sufficient confidence for us to submit construction plans for all phases at once. Considering changes in staff availability over the summer and better understanding the amount of time for review by all parties involved we anticipate it may be difficult to reach Milestones A and B on time. We may extend at least those two an additional 3-4 weeks, and hopefully subsequent deadlines less so.

## **BUDGET**

*If our pre-application preliminary cost projections run above your \$100,000 and \$240,000 GMP's listed, should we propose alternate costs?*

It is not an option for these projects to exceed the budgets listed. We need to design conservatively and propose alternate scopes of work or alternate timelines rather than alternate costs.

*What are the implications for cost overruns once we get to a finalized design or during construction?*  
Contingencies need to be designed into the proposed budget as much as possible. We have flexibility with time or scope of work more than funding.

*How should the design work for the FEMA portion of the project be budgeted differently in the proposal from the design work on the first phase when the entire project is to be conceived at once?*  
Architectural and engineering design services for the portion of the project that is potentially funded by FEMA should be calculated as a percentage of the construction costs for that portion of the project. With a total budget of \$240,000 for design and construction for the phases potentially funded by FEMA, the split should be approximately \$22,665 for A/E services (approximately 10.44% of the remainder amount available for construction \$217,000).

## **INSURANCE**

*What are the insurance requirements for the design team? What are those for the general contractor?*

For a project this size, FirstLine follows the state's requirements. Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000.

Worker's comp liability must be included with a minimum of \$500,000 per accident/per employee.

## **PROJECT MANAGEMENT**

*Will the designer/contractor or ESY/Ashe be handling the permitting processes, fees, approvals, affidavits, etc. required by the City (Planning, Zoning, Permitting, etc), State Fire Marshal, and FEMA?*

The designer will submit for permitting and the contractor will pull the permit. Landmark Consulting will coordinate all FEMA compliance concerns.

*What role do you see volunteers having in construction?*

While we anticipate some volunteer help with these projects, we cannot promise any certain number of volunteer hours or hands at this point. Proposals to include volunteer labor should be specific about

how work with volunteers might be coordinated and what effect would be had on the project if volunteer opportunities did not work as planned.

*What role does Landmark Consulting have in the design and construction process?*

Landmark Consulting has been hired by FirstLine Schools to review all designs, coordinate all permitting applications and fees, and manage all FEMA compliance.

*If welders are to work on the structures, do the welds have to be certified?*

Any structural pieces determined to require an engineer's stamp by the City's permitting review will be up to the discretion of the engineer for certified welds. Smaller features, such as a welded fence or trellis feature would not likely require such certification.

## **NORD RELATIONSHIP**

*Who will be responsible for maintenance of the proposed buildings and greenspaces?*

While the property is owned by NORD, FirstLine Schools maintains a Cooperative Endeavor Agreement with NORD that holds us responsible for maintenance of all buildings, plantings, and infrastructure we install on the parcel.

## **UTILITIES**

*Will utilities be run from the existing school?*

The utilities would be easier to run from the school rather than from elsewhere in Oak Park or from the street. Due to the unique Cooperative Endeavor Agreement that allows FirstLine to build on the NORD property, the matter will still need to be negotiated between OPSB and NORD.

*Are you interested in photovoltaics?*

Yes, we are interested. In your proposal we would need to understand the cost-benefit analysis for a photovoltaic system considering the installation and maintenance costs compared to a conventional grid connection.

## **GREENHOUSE**

*Will the greenhouse be constructed exactly in the position described on the drawing provided?*

While the greenhouse porch is part of this RFP, the greenhouse itself is not. The greenhouse is separately funded, and we need to begin growing in it by Fall. Drawings and approvals are already being sought. If your proposal has strong justification for situating the structure differently and that decision can be made with FLS and ESY staff before the project goes to the Planning Commission, the location may be able to change. Otherwise, assume the greenhouse will be constructed with 10 feet in any direction of the position shown on the drawing.

## **SITE**

*The RFP refers to a baseball field located to the "east" of the proposed structures? Is this correct?*

No, that is our typo. Thank you for bringing this to our attention. The baseball field is actually located to the west. The field immediately adjacent to the site is small and will likely only be used for younger kids games such as t-ball. A larger field is located further away at the corner of Cartier and Riviera.

*The RFP refers to a fence or trellis feature that will shelter the gardens from the ballfield. Does it not have to be continuous?*

Initially, we thought we would want a continuous screen from the ballfield. The hollies planted along the property line will largely accomplish that at maturity. A complete fence is unnecessary. We would

however like to use several fence-like trellis features to break up the large space between the garden pavilion and the greenhouse. These could help make the garden a more private space from the ballfield, but the ultimate intention of these features is to provide a diversity of spaces for people to grow plants, play, and meet in the garden.

*Are there any drainage problems with the site? Are you interested in harvesting runoff from the new structures?*

The site is a fairly level field with no apparent drainage problems. Runoff from the roof of the existing school is all directed to underground stormwater drainage via built-in downspouts. It would interest our gardeners to store rainwater harvested from the roofs of the new structures as long as the storage method is safe, useful, attractive, and easy to maintain.

*During what hours should use of the garden pavilion by school children be anticipated?*

For most children the school day is approximately 8-3. Some children stay later in the day as late as 6 or 7 for extracurriculars when groups would be welcome to meet in the garden pavilion.

## **KITCHEN**

*Kitchen/Cooking space in Garden Pavilion - will there be any gas-burning (or other combustion apparatuses) that would require an exhaust hood in this space? Can ESY provide clarification on the precise nature of the cooking and preparation space required- particularly those related to heating food?*

There will not be a need for an exhaust hood. If we have a gas burning apparatus, it would be a gas grill outside the covered space but immediately accessible to the rest of the kitchen work area. Our teachers would prefer a gas option, but acknowledge the challenges of making it safe in a space that will often be open to kids and shared with the park patrons. A shared barbecue grill or lockable gas grill may be a good solution.

*Are kitchen appliances to be included in the construction budget (i.e. sinks, faucets, refrigerators, ranges, hood vents, cooktops, dishwashers, etc)? If so, what appliances should be included- or should there be a fixed allocation for appliance allowance in the construction cost?*

All kitchen components should be considered as part of the construction budget but understand that no fixed appliances are called for in the program provided beyond a sink and a park-friendly cooking station.

*How will the culinary classes use the kitchen space in the garden pavilion?*

The garden pavilion is to offer the kitchen classes a uniquely outdoor experience in contrast to their fully-equipped indoor kitchen. The facility will need to house basic heating elements such as portable burners as well as basic pots, pans, and utensils in order to reduce the numbers of trips culinary teachers will need to make for setup and cleanup. Little or no refrigerated food storage is needed in the garden pavilion, and only limited staples should be kept there.

The garden pavilion will be used by the kitchen classes more occasionally than the garden classes. Both classes happen at the same time and a cooking class usually involves significantly more preparation and cleanup than the garden classes, so the kitchen classes are more challenging to have outside with respect to timing. The greenhouse porch should offer a way for both kitchen and garden classes to happen in the newly built-out space simultaneously when necessary.

## **FIXTURES/FURNISHINGS**

*Are Fixtures, Furnishings, and Equipment (FFE) expected to be included in construction budget- should we be accounting for the fabrication of the custom tables and seating for the Garden Pavilion listed on Page 5?*

All fixtures should be included in the construction budget. Movable furniture such as tables or benches as well as plantings will be paid from a funding source outside those listed in the RFP.