

**Jenkins Creek Master Plan RFQ**  
**Questions and Answers**  
**March 16, 2017**

1. The RFQ indicates a need for surveying. Are you envisioning a topographic survey for the entire park, or could we rely on GIS maps and other existing documents during the master planning and schematic phases, and then obtain surveys for areas of specific improvements as the project moves into design development? **County GIS data should be sufficient, but consider spot or full survey if needed. Partial topographic data is available from the recent trail project.**
2. The RFQ mentions past planning activities. Are reports or drawings available from these past efforts? Also, was past planning conducted by City of Covington staff, community groups, or a consultant? **Yes, there is a single, previous concept plan and not certain about past public input.**
3. Does the City have any maps of the wetland, streams, buffers or other critical areas on the site? **There is partial data from the previous trail project.**
4. Are you able to share a list of the firms that have requested the RFQ? **Please see attached.**
5. Can you clarify that this plan will involve expanding the 20-acre park to acquire an additional 15 acres, or if 15 acres within the existing 20-acre park will be developed? **There is a possibility for an additional 15 acres.**
6. Is there a boundary map available of the park and (if applicable) the additional 15-acre addition? **Please see site diagram, page 4.**
7. I've reviewed the programming desires listed within the City's Recreation and Open Space Plan, does the City envision more active recreation uses such as sports fields within this park (perhaps within the additional 15-acres) or is the site program likely to focus on passive recreation uses? **Likely to focus on passive recreation uses including habitat restoration.**
8. Does the City require a survey completed by a land surveyor for the master planning base map, or would the use of existing GIS data supplemented with reconnaissance-level GPS logging of major features be sufficient? **County GIS data should be sufficient, but consider spot surveys for specific areas if needed. Partial topographic data is available from the recent trail project.**
9. Will a wetland and stream reconnaissance providing a general map of features be sufficient, or is the City expecting a full wetland and stream delineation during the master planning work? **There are rough estimates of these delineations. We will rely on the offeror to propose if complete delineations are needed.**
10. Is the \$60,000 budget intended for all Phase 1 and Phase 2 tasks listed in the RFQ? **Yes**
11. Has another consulting firm or firms recently done work for the City related to Jenkins Creek Park, and can you provide the names of these firm(s)?  
**Gray & Osborn as well as Watershed Group for the recent trail improvement project.**
12. Are you able to share the past Jenkins Creek Park concept plan with us? **All supplemental and historical materials will be provided to the final selected offeror.**

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13. The RFQ states that in addition to attending and facilitating a number of meetings with the different stakeholder groups and community workshops, the consultant will also support the public outreach efforts of the City. Is it intended that the City lead the overall public involvement program with support from the consultant team or would you like the consultant team to lead that effort? **Consultant team to lead that effort.**
14. It appears from the website that there were some recent improvements in the park. Can you let us know what consultants, if any, were a part of that work? **Gray & Osborn as well as Watershed Group**
15. Have there been any environmental documents / analysis completed on the site? Will the consultant team need to update any of those documents, for example to provide a new wetland delineation or biological assessment? **We completed a preliminary environmental study a few years ago. Rough estimates of wetland buffers may exist.**
16. Does the city have its own arborist or should that be provided by the consultant team? Has a tree survey and evaluation already been done for the site? **Yes, we have an arborist on staff. No, a complete tree survey has not been done.**
17. The RFQ states that Phase 1 Tasks may include a survey with a list of features that implies a complete topographic survey may be needed for the project. Have there been any full topographic surveys done on the site and, if so, who did the survey work? Is the City interested in seeing a surveyor as part of the master plan team or would that work, if needed, be negotiated at a later date? **Partial topographic data has been completed for the trail project. Consider spot or full survey if needed.**
18. Can you provide a copy of the previous master plan completed for the site? **All supplemental and historical materials will be provided to the final selected offeror.**
19. Are there any special groups, disadvantaged populations, or other inclusivity concerns in the city, currently or from past projects, that should be considered in the approach to community involvement for this project? For example, would the city provide any interpreter or translation services if needed or should we include them on our project team? **This can be discussed further during the interview phase.**
20. Are there any specific seasonal events or programs currently at the site? **Arbor Day event in coordination with Jenkins Creek Elementary School.**
21. Does the city currently have any formal or informal agreements with the adjacent school, for example related to use or access to the park? **There are no formal agreements. It is a public park.**
22. If additional survey or wetland delineation is needed, can the price of the survey and wetland delineation be outside of cost of the design work? **This can be discussed further during the interview phase.**
23. Under Phase II Tasks, bullet 4, states meeting with the Parks Commission to present design alternatives, however bullet 2, provides developing at least two schematic design alternatives. Is the meeting with the Parks Commission to present the schematic design alternatives or will there be a decision process in between, schematic and design? Also, this section refers to schematic and design alternative; are they meant to be the same? Please clarify. **This can be flexible based on your proposal and consensus of the Parks and Recreation Commission.**
24. Please identify your Federal Permitting agencies noted in bullet 7 under the Phase II Tasks. Has any work or discussion happened with them and if so please provide any issues or outcomes. Clarify if the

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consultant is to perform a wetland delineation as part of this project and complete all the filing necessary for that. **Offeror is to advise if a complete wetland delineation is needed at this design phase.**

25. How many meetings are expected with City Staff under the Phase II Tasks, bullet 13? **This shall be proposed by the offeror.**
26. Please provide a list of the relevant background materials available (or are aware of) related to the Jenkins Park master plan project. **List is currently being developed and will be provided to the final offeror. This can be discussed further during the interview phase.**
27. The schedule indicates City Council approval of the contract on May 23rd. If the contract is not ready by the May 23rd date, what would be the next likely date for City Council approval? **June 13**
28. Does the City of an overall idea or goal for the use of the park? **We are exploring options based on stakeholder and community input.**
29. If no goals for the park use, what problems does the City want to address? **This will be vetted during the interview and negotiation phase.**
30. Has there been any community outreach yet and if so, what issues were raised? **No outreach that is currently known.**
31. Who are the park plan stakeholders; community group, non-profit, agencies, etc.? **A complete list will be developed with the final offeror.**
32. Has there been any surveys conducted of park use (types of users, activities, etc.)? **Please reference information in the PROS plan.**
33. Does the city have regularly scheduled events at the park? **No.**
34. Are there other recreational uses being planned around the Jenkins Creek Park? **Not at this time.**
35. Any plans to expand the park? **See question related to additional 15 acres.**
36. Is this park included in a regional park plan such as mountain to sound greenways or a similar master plan? **Unknown.**
37. Will this park connect to other regional recreational trails? **Potentially.**
38. Is there interest in Jenkins Creek restoration efforts? **Yes.** If so may we help obtain grants to promote restoration/enhancement? **Yes.**
39. Is there Survey data available from recent bridge and pedestrian ADA projects in 2015? **Partial data is available.**
40. If there isn't a survey for the entire site, what level of information in terms of a topographic and site feature map will the city be able to provide for consultant's work? **County GIS data and the partial survey work completed for the trail project.**

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41. Has there been any environmental assessment of the site? Creek setbacks, Wetlands, Critical areas  
We completed a preliminary environmental study a few years ago. Rough estimates of wetland buffers may exist. Partial data from the trail project exists.
42. Would the consultant be responsible for Public workshops notices? In coordination and assistance of City staff.

Site Diagram

