

1. Public Engagement:
 - a. Meetings with COVID – The Village of Little Chute is currently taking each operation on a case by case basis. We have been operating many of our meetings in a virtual setting. If proper precautions can be taken, then we may be open to facilitating a meeting in person such as at a park. We are also open to new and unique ideas that will help in facilitating feedback in a safe way depending on the current COVID restrictions.
 - b. Can the Comprehensive Outdoor Recreation Plan and Bike and Pedestrian Plan Coordinate their public engagement meetings together? – This approach of combining certain aspects of each plan can be done. However, the cost of the Bike and Pedestrian Plan still needs to be included as an alternate lump sum bid.
2. Please clarify what are the required deliverables are for the final plan –
 - a. The village is requiring that the consultant provide at least **1 PDF digital file** of the plan itself. It can be via a Dropbox, USB Drive, or other alternative. The plan should be of a size that can be uploaded on our website.
 - b. The village would also like **10 bound hard copies** of the final plan to be distributed to board members and village staff.
 - c. We also request any GIS files that are created to be provided as a compatible import file with Arc GIS Online.
3. Can the timelines be different for the CORP and the Bike and Ped Plan? – The village would like the Comprehensive Outdoor Recreation Plan completed in 2021. We prefer the Bike and Pedestrian Plan to be completed in 2021 as well but we may be able to be flexible on this alternate bid if more time is needed.
4. Do you prefer an itemized budget of tasks or just a Lump Sum for each plan? - The village is requiring a lump sum bid to include all services including reimbursables.
5. Would the potential community survey need to be statistically valid? Or are online surveys acceptable? – Online surveys are acceptable.
6. Does the Village have a project budget in mind for the Outdoor Recreation Plan and/or Bike and Pedestrian Plan Update? – Our budget is included in our 2021 proposed budget document on our website under “Parks.” <http://www.littlechutewi.org/DocumentCenter/View/5856/2021-Adopted-Budget->
7. Are you looking for just a cost to update the bike/ped plan or are you looking for scope too? – We would like the Bike and Pedestrian Plan to follow the same scope listed in items 1-7 of the Scope of Services located in the RFP. As stated in a previous question, many of the services can be performed in conjunction of one another such as the public engagement.
8. Who will review the proposals? – The Director of Parks, Recreation, & Forestry will be reviewing the proposals. Their contact information is listed in the proposal. Other village staff may be brought in as well if needed.

9. What firms were invited to submit proposals? – Proposals will be emailed directly to 8 consulting firms. However, this is a public project so any other qualified consultants may submit a proposal for consideration.
10. What do you like about your current CORP? Dislike? – The most important aspect of our CORP is public engagement. After this the recommendations of future facilities and park area is very important as we are a growing community. The previous CORP had a very ambitious 5-year improvement plan. I would like for the next CORP to incorporate a more realistic 5-year improvement plan that better reflects our budget restrictions.
11. How will proposals be scored? – Proposals will be scored based upon if they include all the aspects of “9.0 Proposal Submittals” within the RFP document. Staff will want to see that in “Tab 3” the consultant explains their approach and how they will accomplish items 1-7 in the “Scope of Services” section of the RFP.
12. What portions of the previous CORP plan has the Village implemented?
 - a. Van Lieshout
 - i. Replace Baseball infield
 - ii. Pour-in-Place Surfacing and Playground Equipment
 - iii. Splash Pad Study in 2021
 - b. Creekview Park
 - i. Playground
 - ii. Site Grading
 - iii. Trail Installation
 - iv. Tree Plantings
 - c. Shelter at Hieptas Tot Lot has been remodeled.
 - d. Doyle Park
 - i. Pool Study
 - ii. Tennis and Basketball Court resurfacing
 - e. Heesakker Park
 - i. Kayak Launch at Heesakker Park planned for 2021.
 - ii. 20’ x 20’ Shelter installed.
 - iii. ADA Path from Lincoln Avenue to shelter and around playground.
 - f. Legion Park
 - i. Replace infield mix at Legion 1 and 2
 - ii. Moved Legion 3
 - g. Island Park 20’ x 20’ Shelter constructed
 - h. Bike and Pedestrian Plan
 - i. David and Rita Nelson Family Heritage Crossing is underway
 - ii. Trail from Creekview Park to Cherryvale Avenue is underway
 - iii. Bike lanes on Madison Street from the HWY N Bridge to HWY 00 are planned for 2021.
13. Has the Village recently received any DNR Stewardship grants? If so can you give the approximate value of these grants and their timing? – The village received \$1.1 million dollars in DNR Stewardship Funds in 2018 for the David and Rita Nelson Family Heritage Crossing. We also received funds for the existing Heesakker Pedestrian Bridge in 2012.

14. Scope Items: 2 a. How deep of a dive should the consultants take in addressing the requested scope in item 2a.? Full MEP and architectural facility review? ADA assessment and inventory, infrastructure assessment? – In order to plan for future replacement of our existing assets, the village needs to know the basic condition of our current facilities and the estimate remaining lifespan. We would like recommendations on our existing facilities. The consultant should investigate common issues such as cracked foundation, spider cracking in parking lots, roof replacement, etc. A full ADA assessment is not included in this RFP but identifying areas of improvement will be beneficial.
15. Define the need to assess the properties as it relates to scope item 2c. – We need all new amenities that have been installed since the previous CORP to be included in our existing inventory. We would also like a very high-level picture of any surrounding community parks that may be currently utilized by our residents.
16. How can the consultants appropriately capture the scope of item 7 as it relates to the GIS work? Include ArcGIS compatible layouts for each park or a portion there of requiring improvements? – Proposed new facilities or updates to existing facilities should be completed in an Arc GIS Online format so we can input that data into our system upon completion of the CORP.
17. Explain the process for proposal submittal. If hard copy proposals are required will there be a need to follow up with an electronic submittal? – The village would like at least 1 electronic submittal. An addition hard copy submittal is optional.