

Town of Wake Forest

Addendum # 1

RFP # 2023-0018 - Ailey Young House Heritage Site and Northeast Gateway Park Master Plan

4/10/2024

Questions and Answers:

Q. Does the Town have a timeline they would like consultants to consider?

A. The Town anticipates the project will take between 12 and 15 months to complete. However, the Town is open to considering alternative timeline proposals if warranted.

Q. Are funds allocated or a budget range for the project? If so, what is the amount?

A. This is a fully funded project. Due the fact that proposals will be initially reviewed in regard to the quality and completeness of their content, the Planning Department is not disclosing the budget at this time.

Q. Can Work Samples be submitted as a separate document from the proposal or as hyperlinks?

A. Work samples can be submitted as separate documents and/or hyperlinks.

Q. Is the submission electronic via email only?

A. The RFP states, "The deadline for firms submitting proposals is 2:00 p.m. on Friday, April 19, 2024. No submissions or supporting documents will be accepted after this deadline. Submittals shall be emailed to mmichael@wakeforestnc.gov. The email subject line for the submittal package shall be labeled REQUEST FOR PROPOSALS – WAKE FOREST AILEY YOUNG HOUSE HERITAGE SITE/NORTHEAST GATEWAY PARK. All proposal packages and materials submitted hereunder become the exclusive property of the Town of Wake Forest. "

Q. Is there a page limit for the response?

A. The RFP states, “a maximum of 20 pages front and back or 40 pages single-sided.” Work samples are not included in the page limit see III. Content and Format of Proposal Package in the RFP.

Q. What extent does the Town envision for community engagement? Is there a certain amount of meetings/workshops/events the town would like to achieve?

A. Please provide the amount of community engagement you think is needed for a successful project in your proposal.

Q. Can the Town recommend firms that specialize in master planning or landscape architecture for this project?

A. No, however, it is recommended that those interested in this project consult the American Society of Landscape Architects (ASLA), North Carolina Chapter of the American Planning Association (NCAPA), and the NC Chapter of American Institute of Architects (NCAIA) to identify firms with relevant experience.

Q. Has the Town identified any elements or program needed for the park besides the preservation of the Ailey house? Will this be left to the public input phase or is the entire three acres meant to be for recognition and celebration of Wake Forest's African American history? Will it be more of a historic park with potentially other historic houses or elements relocated there?

A. The Town intends to engage members of the community prior to having specific elements and programs recommended for the park space. After initial public input is received, the consultant will work with Town staff to develop specific proposed site elements and programs. The proposed site elements and programs would also be shared with the public for feedback prior to their inclusion in a final master plan document.

End of Addendum # 1