



**LAKE HOUSTON MASTER PLAN**  
 PARKS AND RECREATION DEPARTMENT  
 GENERAL SERVICES DEPARTMENT  
 PRESUBMITTAL MEETING  
 October 12, 2007  
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NO.	General Information / Requirements	Remarks
1	The current entry vs. the new entry.	LHP will abandon the current entry off of Baptistment Road. The new entry will come off of FM 1485, just east of Peach Creek. This will require a new vehicular bridge over the creek for access to the park current
2	LHP has a reverter clause in the contract with TPWD which excludes certain activities from the park.	See LHP Restrictions.pdf
3	Future potential for 5-10 acres of the park to be given to TPWD for a regional office.	Not yet confirmed but the park could house between 5-8 state park employees with biologist, naturalist, etc.
4	What is annual visitation to the park?	Currently it is between 40K & 50K every year. Our long term plan is 10X as many visitors. We would like to see more winter Texans with the potential of RV's accomodation in the park. Additionally we currently have approximately 50 elementaries in the surrounding area. Activities/amenities that we attract these and other groups are of high importance. We need the park to make money, to be self supporting.
5	A Lake Houston Park stakeholder group has been formed with 24 members and Kathryn Nichols of the National Parks as the Committee Chair.	This group and other groups such scouts are involved with the park. The selected team with need to work with these groups accordingly.
6	Currently there are a multitude of transportation issues involving the parks future.	There are two options for the Grand Parkway Corridor. The first option has the parkway passing just north of the park allowing easy access into the park. The second option pushes the parkway farther north and would have little impact on the park. Additionally the current major throughfare plan has an east-west large collector bisecting the park. We are currently working to eliminate this road through the park. We currently have an understanding with Montgomery County Precinct 4 to build and maintain future roads and bridges in the park. The park has 14 miles of Hike and Bike Trails and 5 miles of equestrian trails in the park.
7	We are investigating with TPWD a game management plan and eventually we will need to look at a timber or forest management plan.	Large herd of deer are currently within the park and the park has small feral hogs population in the park. We believe we will be able to work with TPWD to formulate a game management plan.
8	Addendum No. 1 changed the RFQ to allow HPARD the option to use the selected team design Phase I of the Master Plan.	It is the city's desire to have Phase I construction started by December 2008 if possible. We feel the selected master plan team gives us the opportunity to meet this goal.



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<b>Consultant Questions</b>		
<b>9</b>	What does the City have on boundary and/or topo survey? If not available, is it the City's expectation re your SOQ that these surveys will be performed by your Consultant as part of the scope of services?	The parks department is currently doing a boundary survey for appraisal purposes. We do not have any other survey information and will require these services from the selected team.
<b>10</b>	We are trying to understand the level of effort that this project will likely entail. What is the budget or fee range the City expects to commit to the planning/design effort it is soliciting?	<u>After having first been selected</u> (see #2 below), the successful firm, the City's selected "Planner" will begin fee negotiations with the City.
<b>11</b>	On the selection procedure, is it the City's intent to select <u>only</u> on the basis of the SOQ and/or interviews?	Yes
<b>12</b>	Is it likely that the City could have a third step, being an RFP?	No
<b>13</b>	City's MWBE goal is 24%; the evaluation criteria ("completeness", "experience", "references", and approach") does not read in a manner where it can be construed that respondents will be: penalized if they fall short or rewarded if they exceed this goal. Please clarify?	The successful firm, the City's "Planner" will be expected to meet the various City requirements noted in Paragraph VIII-H; you may want to re-visit RFQ Paragraph VII-C.
<b>14</b>	We inquiring about information regarding the ad for RFQ for Lake Houston Park Master Plan. We would like to know where it is located, Metes and Bounds, and general information of the sorts. We may interested in this project and would appreciate any pertinent information, including requirements, relating to it.	Lake Houston Park is located where Caney Creek and the East Fork of the San Jacinto River meet near the town of New Caney, and it straddles the Harris-Montgomery County line. For more general information the park website is <a href="http://www.houstontx.gov/parks/lakehoustonpark.html">http://www.houstontx.gov/parks/lakehoustonpark.html</a> . This website will have a map of the park and general description of the park. We are just starting a boundary survey done for the park.
<b>15</b>	Is LHP going to become a National Park?	LHP is not planned to become a National Park, we are asking the teams to design to a minimum standards of a national park.
<b>16</b>	Who are the private partners as referred to on page 3 of the RFQ?	The private partners are special interest groups who have an interest in the parks development. They may include: mountain bike associations, boy scouts, hike and bike trail organizations, etc.
<b>17</b>	What does the City plan for security of the park?	The security will mostly be natural boundaries, East San Jacinto River, the wetlands and the creeks. However to the west side of the park we could see the use of a chainlink fence between the residential neighborhood and the park.
<b>18</b>	Does a MWBE firm have to be city certified to count towards the 24% goal.	Yes, they must be city certified before the contract is signed.



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<b>19</b>	What is meant by the lead firm must agree to maintain a Houston office during the term of engagement?	The COH will hold bi-weekly meetings for this project. The primary contact can be housed within another team members office but it must provide a reasonable solution to holding meetings that doesn't require extensive travel of team members.
<b>20</b>	Can a firm be both a prime for one team and a sub for another team?	Yes
<b>21</b>	A Goal of 500,000 visitors per year was mentioned at the pre-bid. At one point, we understood the estimate to be 4 million. 500k is far more realistic, but can you confirm what the estimated annual usership is?	Current annual visitors at the park is 40,000.
<b>22</b>	We are required to submit a schedule with the approach. Is there a timeframe for the City? (i.e. adopted by December 2008, or 28 months, etc.). This will help us in matching our assumptions with your goals.	The current plan is to be under contract with the selected team by January 2008. We need the master planning to produce phasing fairly quick since our plan is to be under construction with Phase I by December 2008?
<b>23</b>	The due date was extended to October 14th, which is a Sunday. Do you mean October 15th?	The new addendum states October 15, 2007 for SOQ to be delivered.
<b>24</b>	If a proposed team includes a national and local firm will the local office meet the requirement of the "lead firm must maintain a local office during the term of the engagement"?	See answer to question # 19.
<b>25</b>	By when will the selected team need to get the master planning work under way? In December 2007, or earlier? Or after the new year, in January?	We plan to have the teams selected by mid-November and to have the team start by January 2008?
<b>26</b>	It was mentioned that at the beginning of the pre-proposal meeting for Lake Houston Park it was stated that there would be an addendum regarding an extension for the submittal deadline. Is this still true, and if so, when will the addendum be issued?	It is issued and located on the website.
<b>27</b>	On the 255 #6, we need to show working relationships. We are teamed with a local firm and plan to work very closely with them on the project. We are using subconsultants whom they've worked extensively with, though we have not. Can we show them as a previous relationship, or leave that blank? How many points are allotted for that specific item in the selection criteria (40 points is allotted for the full category).	We suggest showing both direct and indirect relationship with the team members.



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<b>28</b>	In regards to the Lake Houston Park Master Plan, will any playground equipment, splash pads, skate parks or other park amenities be included in the plans?	At this time we don't know what amenities will be in the park.
<b>29</b>	Is any project schedule in place? If there is, could you inform me of when the project may be starting?	We plan to have the teams selected by mid-November and to have the team start by January 2008?
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