



PARC PLAN
Parks, Arts, Recreation & Conservation
10-Year Comprehensive Plan
RFP # 2584

Addendum #1
Contractor Questions and Answers

July 31, 2015

Question #1: What is the background for the Art Collection and where is the location?

Answer: The City maintains a collection of 127 pieces of art including portable works, sculptures and 3D forms plus an additional 6 large sculptures on permanent loan. The collection, fifty two (52) pieces, was last appraised in 1999 at an approximate value of \$1,000,000.00. A full copy of the previous appraisal will be provided to the contractor in its entirety.

Question #2: Please give a background for (1) genesis of the Project; (2) documentation that has been pulled together to support the Scope of Work and (3) confirm the timeline?

Answer: In 2013, the PARC Plan staff committee began working with a Steering committee and Stakeholders to gather comments and set goals with a focus on emergent needs for Department for the next ten (10) years.

Documentation: Inventory spreadsheets of park sites and recreation programs have been compiled, including an issues and opportunities assessment, proposed future hopes and goals; both immediate and long term.

With the support of a consultant, we conducted an online outreach survey in 2014 and a statistically-valid, household survey in the spring of 2015.

Data will include: budgetary information, community demographic and health data (Census data), population growth expectations (City Comp plan), current capital facilities plan, park map and facility information, program and asset inventories, current public art appraisal information, and survey data.

Timeline: The goal is to hand-off content and work around mid-September 2015 so the project can commence. The timeline for completion of the project is to deliver a draft Plan 75-100 days from contract execution. The Plan timeline is set forth to have a draft plan presented to the community (via open houses) and Planning Commission by the end of 2015, and a final version for public hearing and adoption by the City Council in January.

Question #2: (continued)

Staff plans to conduct extensive community outreach after adoption in early 2016 as well as file the new plan with RCO by March 1 and update the City's

PARC PLAN
Parks, Arts, Recreation & Conservation
10-Year Comprehensive Plan
RFP # 2584 July 31, 2015

comprehensive plan element by April 1, 2016. The City reserves the right to option additional services from the consultant to assist with community outreach after the Plan is adopted by City Council.

Question #3: Regarding the Introduction and Objectives section of the RFP, please verify the timeline and the information that will be provided to the consultant specific to priorities, matrix and funding study?

Answer: Refer to pages twelve and thirteen for Phase 3 – PARC Plan Report, Task one and two where information provided by staff is specifically listed. Note page fourteen Exhibit A items 4, 6, and 7 as well as Datasets for the list of available information Lynnwood staff will provide to the contractor.

Question #4: Where does the City of Lynnwood see most the most value regarding additional public outreach? Is there any additional public meetings planned?

Answer: Under this contract, the contractor will support City staff to host two community open houses, and make presentations to the Planning Commission and City Council. The City reserves the option to contract for additional outreach services after the Plan is adopted.

Question #5: Can you clarify the timeline and it is it your intention to have the PARC Plan completed prior to the RCO deadline?

Answer: The goal is to have the contract awarded by Mid-September 2015 and commence the work. We intend to have a complete comprehensive park plan in January 2016 prior to the RCO deadline.

Question #6: Can you clarify what needs to be submitted on page seven number 2 (E) of the RFP?

Answer: One (1) Original printed proposal and one (1) CD. Please include the native version of your proposal (WORD, EXCEL etc.) if your proposal is presented in pdf format. Also provide three printed copies of the original proposal.

Question #7: Are there Small Business and Disadvantaged Business Enterprise goals for this project?

Answer: No

PARC PLAN
Parks, Arts, Recreation & Conservation
10-Year Comprehensive Plan
RFP # 2584 July 31, 2015

Question #8: Page seven (7) number seven (7) of the RFP, where does the label 2584 need to be listed on the return correspondence?

Answer: The City requests the proposal package be clearly labeled as a response to this RFP. Please label the outside of your package, in the lower left hand front corner with the name the RFP number.

Question #9: What level of analysis are you looking for in the area of a potential regional parks district – considering inside the City and the Municipal Urban Growth Area?

Answer: We are not looking to survey the population. The analysis will cover the financial costs and governance options that exist for a regional park district; what governance and boundary options (i.e. City only or MUGA included) exist, which are recommended, and why.

Question #10 Is a statistically valid survey a core element for the proposal.

Answer: No

Question #11 Aside from the page limitation noted in paragraph 2(E), #4, are there other page limitations for the submittal?

Answer: No. Present your proposal in brief, concise, and targeting informational format. Avoid marketing materials and excessive samples to assist evaluators in locating critical proposal information. There are no additional points for brochures, reports for other entities, marketing material, or elaborate bindings.

Question #12 Is there a defined budget or budget range for the scope of work desired by the City? Budget guidance is helpful for us to offer a specific approach to meet your scope and budget expectations.

Answer: The estimated budget for the project is \$100,000.00

Question #13 You are assigning 35 out of 100 points to price in your criteria. How do you reconcile this with Washington State RCWs concerning the procurement of professional services and the restrictions on using cost as a means of selection?

Answer: The City is not seeking to procure the services of an Engineer, Architect, Landscape Architect or a Land Surveyor as the RCW's define these professional services.

PARC PLAN
Parks, Arts, Recreation & Conservation
10-Year Comprehensive Plan
RFP # 2584 July 31, 2015

Question #14 In item #5 of 2(E), it is noted that the City wants samples of similar work for each milestone of the scope. Do these materials need to be provided with the hard copy proposal, or can they be added to the CD only? Would it be acceptable if a single sample (such as a past plan) is provided that represents work covering multiple scope milestones?

Answer: We will accept a sample resource that represents multiple scope milestones provided vendor specifies which milestones sample represents. These may be provided on a CD, links to published web site, or if necessary printed copies. Please try to limit the paper materials provided in this area.

Question #15 Concerning the appraisal of public art, is the City interested in a market value appraisal of the 100+ pieces, and can the City provide either the prior appraisal summary or some sample pages of that prior appraisal summary for reference for prospective bidders prior to the submittal deadline?

Answer: As noted above, the appraisal is not current. It may not represent the current market standard for such appraisals. A copy will be provided to the contractor.

Question #16 Can you share the total budget for this project?

Answer: The estimated budget for the project is \$100,000.00
