

CITY OF FARMINGTON PURCHASING

800 Municipal Drive Farmington, NM 87401-2663 (505) 599-1373 Fax (505) 599-1377 http://www.fmtn.org

REQUEST FOR PROPOSALS FOR COMPREHENSIVE PARKS, RECREATION AND CULTURAL AFFAIRS MASTER PLAN RFP #14-99512

IMMEDIATE ATTENTION ADDENDUM ONE

July 5, 2013

Notice to Offerors: The above referenced Request for Proposal (RFP) is hereby amended/clarified as follows:

- **1.** *Is there a budget for this project and what is the funding source?*
 - a. Yes; \$100,000. Municipal government.
- 2. How extensive do you envision the public involvement/outreach process to be?
 - a. We expect the awarded Offeror to perform a needs assessment statistically valid survey and meet with the public in forums. PRCA staff will assist with the coordination efforts
- 3. Will there be a steering committee assembled for the project?
 - a. No, this will be led by staff with input from the PRCA Advisory Board.
- 4. Is analysis of municipal golf facilities part of the scope?
 - a. Very high level data for this process- An extensive rate study was completed 3 years ago.
- **5.** Is analysis of recreation programming part of the scope?
 - a. Yes, complete inventory of services with opportunities and pricing philosophy.
- **6.** Will the conditions analysis include evaluation of buildings (e.g maintenance facilities, museums, centers, pools), irrigation system, play equipment, etc?
 - a. Our current plan is for staff to complete the condition assessment of the buildings, parks and amenities. Data from the staff analysis should be integrated into the final plan design and analysis.
- **7.** Does Farmington currently have maintenance standards for parks, trails, open space and other recreation facilities or would we be developing maintenance standards?
 - a. Staff is documenting the current maintenance standards.
- 8. Does Farmington have an existing parks master plan? If so, is it available digitally?
 - a. No, the last plan was done as part of the City of Farmington Comprehensive Plan 2002.

- **9.** Can you provide us with an inventory list of the facilities that will be included in the master plan?
 - a. Yes, however this is a current list and does not reflect opportunities or undeveloped land. (See attached)
- **10.** Does the scope of services require a formal facility conditions assessment and a capital and maintenance plan? See Exhibit A. Suggested Outline for PRCA Plan, Part 3.
 - a. Capital and maintenance plan should be considered. The facility condition assessment will be performed by staff.
- **11.** Exhibit E (Draft Consulting Services Agreement) includes provisions for compensation using both Lump Sum and Hourly Rates. There are also two Exhibit B documents included (one for lump sum fees and one for hourly fees). Does the City anticipate awarding a lump sum contract or an hourly contract for this project?
 - a. Please use the form labeled "Exhibit B Cost of Proposal". The City intends to award a lump sum not to exceed contract. Indications of hourly rates in the draft template agreement will be removed.
- **12.** Does the City have any existing documentation of the Parks, Recreation, and Cultural Affairs facilities to be analyzed as part of this project scope? If so, can the existing documentation be provided to the offerors for review prior to submitting a proposal?
 - a. Yes, a current inventory can be provided however this does not reflect opportunities or undeveloped land.
- **13.** Can the City provide a list or quantity of each type of facility that will need to be evaluated as part of the project scope?
 - a. A current inventory can be provided- we are looking for guidance on opportunities as well.
- **14.** On the suggested outline for the plan (Exhibit A, 6.) you note a mobility and connectivity recommendations. It would be helpful to understand how detailed of recommendations you are looking for. A full ADA analysis or general recommendations for trail locations, connections, etc. and general recommendations on site furniture and playground improvements?
 - a. General recommendations and obvious opportunities.
- **15.** How many facilities will be included in the study?
 - a. See number 12 above
- **16.** What level of public input are you looking for?
 - a. See number 2 above.
- **17.** Are you anticipating five public meetings?
 - a. A minimum of 5 public meetings.
- **18.** How much organizational planning are you looking for?
 - a. Minimal organizational more strategic and use planning.
- 19. To what extent are the museums part of this study?
 - a. High level only.
- 20. What is the level of partnership analysis that is desired?
 - a. Effective opportunities in our community and in the region.
- **21.** What is the funding that is available for the study?
 - a. See number 1 above.
- **22.** Are you planning on looking at the architectural assessment of existing buildings (in addition to the market assessment)? i.e. Is a registered architected needed on the team?
 - a. **No**

- **23.** Are you looking for environmental analysis or a general knowledge of environmental studies. i.e. Do we need to include an environmental engineer?
 - a. General knowledge of environmental analysis.
- **24.** "Trails" are listed in the appendix can you clarify the level of effort needed here? Are you looking for a trails master plan or just an inventory of existing trails.
 - a. A master plan.
- **25.** Is there any more detail on scope or level of service you can provide so that we tailor our approach more closely to what you need?
 - a. If this addendum does not provide the additional information needed, please submit additional questions listing the specific information that will assist your firm.

If your request for proposal has already been submitted to this office, and this addendum will affect your proposal, please contact this office and we will return your proposal. Any proposals that have been received, and are not requested to be returned will remain in this office unopened until July 24, 2013 at 2:00 p.m.

Receipt of this addendum shall be noted on Page 4 in the Request for Proposal documents for the above referenced RFP.

Jennifer Rowland, CPPB

Jernifer Rowland

Buyer II

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FACILIT CITY OF FARMINGTON, NEW MEXICO PARKS DIRECTORY

- ANIMAS RIVER PARK
 - BARTENS PARK
- BECKLAND HILLS PARK
 - BERG PARK
- BLUFF SHADOW LAKE PARK
 - BOYD PARK
- BROOK HAVEN- EAST PARK
- BROOK HAVEN WEST PARK
- 10. CHULA VISTA PARK

BROOKSIDE PARK

- 11. CIVITAN PARK
- 12. COLINAS DEL NORTE PARK
 - 13. DOC JONES FIELD
- 14. FAIRGROUNDS PARK
 - 15. FAIRVIEW PARK
- AQUATIC CENTER 16. FARMINGTON
- 17. FARMINGTON INTERTRIBAL INDIAN ORGANIZATION
 - 18. FARMINGTON INTERTRIBAL
 - SPORTS COMPLEX
 - 19. FARMINGTON LAKE 20. FOOTHILLS PARK
- 21. GATEWAY PARK
- GLADE PARK
- HIGHLAND VIEW PARK 24. JAYCEE PARK
- 25. JUSTIS PARK (BALLFIELDS) KIWANIS PARK
- 27. KOUFAX PARK 28. LIONS PARK 29. LOS NINOS PARK 30. MESA VIEW SCHOOL

- 31. MILAGRO PARK
- 32. MOSSMAN GLADDEN PARK
- NORTHEAST RECREATION AREA 33.
- JONS WILDERNESS PARK/ SANDALWOOD PARK
 - NORTHRIDGE PARK
- OSCAR THOMAS PARK/ CULTURAL CENTER 35,

E3 CHILDRENS MUSEUM & SCIENCE CENTER

BONNIE DALLAS SENIOR CENTER

ANIMAL SHELTER

AMPHITHEATER

BROOKSIDE POOL

CIVIC CENTER

S E S

GATEWAY MUSEUM & VISITIORS CENTER

FARMINGTON AQUATIC CENTER

. HARVEST GROVE FARM & ORCHARDS

- PIEDRA VISTA HIGH SCHOOL (SPORTS FIELDS) 38
 - 37. PLAZA PARK
- PUESTA DEL SOL PARK 38
- RADIO CONTROL PARK/OLD AIR STRIP 33
 - 10. RIO VISTA PARK
- 41. RIVER BEND PARK

YOUTH SERVICES CENTER/ BOYS AND GIRLS

RIVERSIDE NATURE CENTER

J. LIONS POOL

N. SYCAMORE PARK COMMUNITY CENTER O. CROUCH MESA COMMUNITY CENTER

RECREATION CENTER

JRSES FALLE

GOLFC

PINON HILLS CIVITAN

COUNTY WE'RE

S. Or

- SADDLEBACK PARK 4
- SANDALWOOD PARK 3
- 44. SAN JUAN COLLEGE RECREATION AREA
 - SOCCER COMPLEX ξį
- SUN VALLEY PARK 6
 - SYCAMORE PARK U.S. WEST PARK **₹**
- 49. UNNAMED PARK
- (STILLWATER SUBDIVISION)
 - UNNAMED PARK 50.1
- TIERRA DEL SOL SBDV.- ALISE AVE)
 - 51. UNNAMED PARK
- TIERRA DEL SOL SBDV. LAURIE ST.)
 - 52. UNNAMED PARK
- RANCHO DE ANIMAS SBDV.)
 - 54. VISTA ARROYO TRAIL PARK VIETNAM VETERANS PARK
 - 55. VISTA DE LA PLATA PARK 56. WESTLAND PARK
- 57. WESTSIDE ESTATES PARK 58. WILDWOOD PARK

20TH STREET ROSE GARDEN MAIN STREET-DOWNTOWN BROADWAY DOWNTOWN MAIN STREET HWY 516 BLOOMFIELD HWY 64 PINON HILLS BLVD. MEDIANS VILLA VIEW DR. 28TH STREET

- 20TH AND MUNICIPAL
- 10. MUNICIPAL AND VENTANA CIRCLE

X

- 12. 30TH AND BUTLER 1. NORTH DUSTIN
- 13. SUNRISE PARKWAY
 - 14. 30TH STREE
- 15. BROWNING PARKWAY