

The following questions were submitted in regards to the City of Suisun City RFP
“A PARKS, FACILITIES, RECREATION MASTER PLAN”

Please see complete list of questions and answers below:

1. Would the City like us to include 10 or 12 stakeholder interviews (Requirement 1c)?

The City is requesting 10 stakeholder interviews

2. What is the City’s budget for the project?

There is not a firm number in place at this time.

3. Considering the number of outreach meetings and the holiday season, the schedule is quite aggressive. Is the City’s schedule flexible or is there a specific reason for the master plan completion date?

There is some flexibility in the schedule. The City is willing to work with the selected firm on a schedule that works for both parties.

4. Are there specific elements that should be included in the proposal (e.g. references, breakdown of hours or billing rates)?

The more information provided would be helpful including a price breakdown by outlined requirements and the inclusion of references would be appropriate.

5. Can the City share the proposal evaluation criteria?

Yes, the evaluation scoring rubric will be made available on this site by September 19, 3:00pm.

6. The General Plan identifies 10 Neighborhood Parks and 2 Community Parks. The list of parks on the city’s website also includes City Hall Point & Sheldon Plaza – should these be included? Will Peterson Ranch Linear Park be accessed in the Park Master Plan?

There is no need to include City Hall Park, Sheldon Plaza, or Peterson Ranch Linear Park

7. Which facilities need to be evaluated?

- a. Joseph Nelson Community Center - Yes

- b. Senior Center – Yes

- c. Harbor Theatre

8. What level of assessment has been done on these facilities – Code compliance? Accessibility?

The focus on these facilities should be programmability, revenue generation, operational standards, and ADA needs.

9. The RPMA includes the Marina – is the Marina part of this study? If so, what level?

No

10. Project starts in November and the schedule indicates that all outreach is to be complete by December 5th. It can be a challenge to get community input near the holidays. Is there a crucial factor setting this timeline?

See response to question 3.

11. What level of base information do you have for existing parks? (Improvement plans, GIS, aerials)

Little to no information exists at this time other than construction plans.

12. Does the Selection Committee want any specific items to be included in the 20-page proposal? (Detailed scope of services, fee proposal, approach, resumes for key personnel)

Fee breakdown per each requirement would be helpful

13. Regarding the page limit, is the proposal limited to 20 double-sided pages or 20 one-sided pages?

20 pages double sided is acceptable

14. Would an 11x17 z-folded page count as 1 page in the proposal?

Yes