

1. The schedule as stated in the RFP is very aggressive. How committed is the City to that schedule?
The city would like to stay as close to possible to the timeline provided, but understands that it may need to be adjusted to get the correct information included in the plan. The city is committed to be as flexible as possible with the timeline.
2. Please confirm staff would be available and able to provide input in a timely manner to meet requested schedule listed in 7. Project Timeline. Projects of this scope are typically of longer duration due to the many phases and outreach efforts required.
Yes they will be available.
3. What peer cities or communities does the City and/or the Recreation, Parks and Marina Department use currently, or in the recent past, for benchmarking? (Requirement II: Needs Assessment)
This is the first Park and Facilities plan coordinated by Suisun City. The interest are cities of similar population, economic similarities, and similar size in terms of park system.
4. Please share a sample of the inventory data in its current form (Requirement III: Inventory of Parks and Facilities in 3. Scope of Services). What level of detail was documented? Please clarify the extent of inventory confirmation expected of the consultant to verify all collected inventory data.
The inventory data is comprised of park acreage, amenities, trees, and issues that are obvious in nature.
5. Please provide the survey questions asked in the 2021 City survey referenced in item d. of the Community Engagement scope (Requirement 1 in 3. Scope of Services) to appropriately scope the refinement survey.
Questions are listed in separate post on the RFP page.
6. What is the budget for this Master Plan project?
Still to be determined
7. Has the City already identified and contacted the individual stakeholders and RPM staff to interview, as identified in items b. and c. of the Community Engagement scope (Requirement 1 in 3. Scope of Services)?
Yes
8. Please confirm the Microsoft Office Word and PowerPoint requirements for the master plan report and presentations, as listed in 4. Master Plan Format, 5. Presentation of Draft Master Plan, and 6. Final Development and Presentation of Master Plan. Typically, Master Plans of this nature are generated using a graphic publishing software.

We do not have access to your graphic publishing software and need to have the ability to reproduce this document in print as needs arise. If you can commit to providing us a path forward for our printing needs, we are agreeable to other software uses.

9. Please confirm the AutoCAD and page size format requirements for drawings listed in 4. Master Plan Format. Typically, Master Plans of this nature are generated using graphic publishing software and an 11" x 17" page size is not mandatory. Typically we ask that designs be on 11 x 17 so that they are able to fit uniformly into printed materials. This is the expectation for this product.