

ADDENDUM NO. 2

Request for Qualifications: Parks, Recreation and Open Space Master Plan

Owner: City of Dripping Springs

Date: 04/03/2024

Bidders are hereby notified of the following revisions and/or clarifications to the Request for Qualifications. This Addendum forms a part of the RFQ and clarifies, corrects, or modifies original Bid Documents.

BEGIN REVISIONS

Question: Is there a page limit?

- A. No, there is no page limit.

Question: Does the City want us to show Park Master Plans only, or can City Master Plans be shown as well?

- A. A list of master plans completed over the past 5 years that are similar to the proposed project can be submitted. If you feel a City Master Plan that your agency has done recently is similar to what we are looking for in our Parks, Recreation, and Open Space Master Plan then you can include it.

Question: In our proposal, can we show work from previous employment?

- A. We ask that you identify the key project management personnel, their roles and responsibilities for this project, qualifications, and experience (resumes). If an individual on your team has experience from previous employment that relates to producing a Parks, Recreation and Open Space Master Plan, then you can show it.

Question: Is there an estimated budget for this project?

- A. City Council approved \$150,000 in the 2024 Budget (October 1, 2023 – September 30, 2024) for this master plan. We are currently preparing the 2025 Budget that will start October 1, 2024.

Question: Is there a required font size?

- A. No, there is no required font size.

Question: Is there a page size limit?

- A. No, there is no page size limit.

Question: Is there a chapter on parks in the Comp Plan?

- A. There isn't a specific chapter on parks in the Comprehensive Plan but parks and trails are included throughout the plan.

Question: What is the public outreach plan?

- A. We are expecting an extensive public outreach plan including but not limited to on-line surveys, community input meetings, focus/stakeholder input meetings and receiving input at selected community events. It's important that any surveys are statistically valid.

Question: How much time is the process expected to take?

- A. The process is expected to take one year.

Question: Explain integration of CAPRA standards?

- A. The Parks & Community Services Department is interested in achieving the Commission for Accreditation of Park and Recreation Agencies (CAPRA) recognition through the National Recreation & Park Association. Our Parks, Recreation & Open Space Master Plan will be an integral part of this process and integrating as many standards involved in the CAPRA process will be very important.

Question: What does your Dripping Springs Team look like?

- A. Andrew Binz is the Parks & Community Services Director. Andrew has five direct reports including the Dripping Springs Ranch Park Manager, Park Maintenance Manager, Aquatics Manager, Farmers Market Manager and Community Events Coordinator.

Question: Will there be a planning committee for this process?

- A. No, there will not be a planning committee for this process. The selected agency will work with the Parks & Community Services Director and staff.

Question: Explain the one-page master plan for each park?

- A. We are interested in developing a one-page plan for each of our parks including but not limited to a priority list of projects and improvements with associated costs, conceptual plan showing identified improvements and current inventory of amenities and facilities.

Question: Will Charro Ranch Park be included for the one-page master plan?

- A. Yes, Charro Ranch Park will be included for the one-page master plan.

END REVISIONS

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THEIR BID PROPOSAL TO HAVE THEIR BIDS RECOGNIZED.

Revised By:

Andrew Binz

Parks and Community Services Director