

**Request for Statements of Qualifications
For
Parks, Recreation Facilities & Trails Master Plan Update
PR 17-032**

A Pre-Submittal Conference was held for this Request for Statements of Qualifications on December 14, 2016. City Representatives in attendance, included Christina Underhill and Procurement Officer, Loretta Browning. All inquiries regarding this RFQ were due in writing to the Procurement Officer, no later than December 15, 2016.

A. Inquiries Received During the Pre-Submittal Conference:

1. What is the contract time?
 - This is not a continuation contract. The bulk of the project is to be completed by September 15, 2017. There may be a few lingering items that could take some time to clean up. For this reason, the contract period has been set for 12 months.
 - Please see the Addendum 1. issued December 15, 2016, which corrects the project completion date. The project is to reach full completion within a 220 day period after the Notice to proceed has been issued.
 - The Initial Contract Term is for a one year period and offers up to four successive one-year terms.

2. Does the 12 page total include the cover letter? It doesn't seem clear if it is counted as a page.
 - The cover letter should be a separate sheet and not be used to detail the information listed in Part II 2.2 A. General Information (2) thru (6), otherwise it will be included in the 12 page count.

3. Was the City Survey completed recently and is it going to be published?
 - Yes, we will give access to the survey. The awarded consultant can certainly have access to this information

4. Is the city also interested in national comparisons?
 - Yes, we're open.

5. What type of surveys do you want to see?
 - The city would like to gain knowledge on:
 - The number of HOA parks there are in Avondale
 - What services, facilities, amenities the residents seeking
 - Last surveys the fields were a low priority, what are the higher priorities?
 - If the question was whether the city wants phone surveys, or paper surveys that are mailed to residents, etc.
 - The city is looking to determine appropriate master plan information that will have a qualitative result and statistical significance with a relatively low margin of error (+/- 5%)

6. You mentioned the Cemetery, please explain?
 - The plan should identify the cemetery, but there will not be much at that location.

7. About the libraries, what is the main emphasis there?
- We've started to work more to incorporate programs. Cross referencing programs.
8. When is the Library remodel expected to be completed?
- Unknown at this time. We are currently conducting a study to repurpose space and once we know some of the details and projected costs, we will enter it into the Capital Improvement Program for further consideration. If accepted, funding will then be identified and planned in future years.
9. On page A-2, Item C: of the RFQ, does the 11pt Arial/Times New Roman font specification apply to Vendor's letterhead, stationery header/footer branding material?
- The main content of the vendor's response is to be in font no smaller than 11pt Arial/Times New Roman. (The primary purpose is to ward off submittals produced in smaller font at an attempt to cram the most information into the maximum allowable pages/space allowed.)
10. Referring to Page A-4, Item 1.8: Vendor Licensing and Registration i.) Confirm the Vendor is only required to have a Request for Vendor Number on file with the City Financial Services Department upon selection *prior to award of the Agreement*. ii.) The Vendor shall provide licensure information with the SOQ. Does the license registration # on the key individual's resume suffice for this requirement?
- i. Yes, this is correct. Vendors may submit a proposal without being a registered city vendor. Only at the time of award would this be required for completion.
 - ii. The licensure information correlated to this statement is to be provided on the form included on page A-10, PART IV. VENDOR INFORMATION FORM .
 - PART II, 2.2C. (4) lists the requirement for Résumé format and evidence of license and certification.
11. Page A-6, Outline Section A-3 General Information:
Include any documentation that supports the Vendor's authority to provide services in AZ. Would a certificate placed in the Appendix suffice for this requirement?
- Yes, a certificate included in the Appendix is sufficient.
12. Page A-8, Outline Section E Project Schedule
Please clarify: ...Vendor must reach full completion and shall not exceed a 60-day period after the NTP? However, the City outlined timeline reflects a 7-month period from NTP to Completion (Feb – Sept).
- Please see question 1, above.
13. Vendor Information Form: Is it absolutely required to have a FAX#?
- If you do not have a fax number, simply mark it as N/A or none.

END OF DOCUMENT