

Issued: August 19, 2022
Addendum Issued: September 6, 2022

**Request for Proposals for Preparation of a
Citywide Parks and Recreation Master Plan**

ADDENDUM #1

Issuing Office:

**City of Cleveland
Mayor's Office of Capital Projects
Division of Architecture and Site Development
601 Lakeside Avenue, Room 517A
Cleveland, Ohio 44114
(216) 664-2584**



PROPOSALS DUE

**DATE: Friday, September 16, 2022
12:00PM Noon Local Time**

ALL RESPONSES SHALL BE IDENTIFIED AS:

**Request for Proposals for Preparation of a
Citywide Parks and Recreation Master Plan**

ADDENDUM #1

Citywide Parks & Recreation Master Plan

PLEASE NOTE THE FOLLOWING *CLARIFICATIONS & CHANGES* TO THE SCOPE OF WORK:

1. PROPOSAL SUBMISSION REQUIREMENTS

- a. Regarding RFP Section 5.3.2. Professional Services Fee Proposal, any mention of proposal submission requirements should be stricken. Please refer to Section 5.1. for proposal submission requirements (two separate non-editable pdf files submitted electronically: one labelled Services Proposal, and one labelled Fee Proposal)
- b. Regarding RFP Section 5.2.7. Capacity to Perform Work, the description of capacity to perform work requested should include both current City contracts and non-City contracts that may affect the consultant's ability to complete the master planning process.

2. BUDGET

- a. As stated at the Non-Mandatory Pre-Proposal Conference, the City intends to select and fund the proposal, or parts of the proposal, that best meets the evaluation criteria outlined in the RFP.

3. COST ESTIMATING

- a. The completed 15-year master plan will be used to inform annual recreation bond funding requests for the duration of the master plan.
- b. Proposed design services should include an estimate of annual funding required to implement the master plan. This cost estimating effort should be included in the proposed fee.

4. SUB-STEERING COMMITTEES

- a. Sub-Steering Committees are envisioned to serve as community advisory

groups for specific topics and/or populations that will provide input to the Steering Committee throughout the master planning process. In example, one committee could consist entirely of youths that would advise on the type of recreation kids under 18 are interested in today, or another could consist of stakeholders interested in specialized sports.

- b. The number and composition of the Sub-Steering Committees will be determined at the onset of the master planning process based on input from the Steering Committee, City Leadership, and the selected consultant.

5. CITY INVOLVEMENT IN COMMUNITY NEEDS ASSESSMENT

- a. The City anticipates playing an active role by attending most, if not all, public meetings. Depending on the scale and purpose of a public meeting, City attendance may range from a single person to numerous City Leadership.
- b. The City will rely on the selected consultant's expertise to prepare for and execute public meetings in order to serve as an unbiased facilitator. For public outreach methods that don't involve a public meeting, like an online or mailed survey, the Steering Committee will advise on its content/direction but otherwise will let the selected consultant execute it to its best ability.

6. EXISTING ASSESSMENTS

- a. An assessment of park conditions was conducted in 2021 that provided an overall rating of 1-5. The selected consultant will receive a copy of the completed assessment for use throughout the master planning process.
- b. A visual condition assessment of Recreation Centers is currently underway with an anticipated completion date of September 2022. The selected consultant will receive a copy of the completed assessment for use throughout the master planning process.

7. FUTURE ASSESSMENTS

- a. Regarding the potential to include activity program assessments and recommendations throughout the master planning process, the City does not anticipate this being part of the master planning process.

8. CLEVELAND SMALL BUSINESS (CSB) GOALS

- a. In order to be counted toward the CSB participation goal, a subconsultant firm must have completed the CSB certification process through the Mayor's Office of Equal Opportunity by the proposal submission date of September 16, 2022.

9. PROJECT TIMELINE

- a. As stated at the Non-Mandatory Pre-Proposal Conference, the City anticipates the master planning process to last approximately 12 to 18 months.
- b. The City anticipates the master planning process to begin at the earliest agreeable time with the selected consultant.

10. PARKS AND RECREATION ONLINE MAP

- a. As stated at the Non-Mandatory Pre-Proposal Conference, the City has created an online map of parks and recreation that will be available for public use in the coming weeks. The URL is: <https://tinyurl.com/mrybffk5>

**THE RFP DUE DATE SHALL REMAIN
FRIDAY, SEPTEMBER 16, 2022
at 12:00PM NOON.**

END OF ADDENDUM #1