



SOLICITATION ADDENDUM

CITY OF GLENDALE
Procurement Division
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Solicitation Number: RFP 18-09 Addendum # **2** Page 1 of 2
10
Revised Solicitation Due Date: August ~~3~~, 2017 2:00 p.m. (Local Time)

RFP 18-09

SAHUARO RANCH PARK HISTORIC SITE MASTER PLAN UPDATE

The following revisions have been made to Request for Proposals No. 18-09:

DUE DATE: Original Due Date: August 3, 2017
AMENDED DUE DATE: August 10, 2017

TIME DUE: is unchanged

REVISION: 1.3.2.6 Provide an ~~n-engineering~~ review of the existing site buildings and structures.

DELETE: 5.0 PRICE SHEET in its entirety

ADD: 5.0 PRICE SHEET – ADDENDUM 2 attached

QUESTIONS:

Q. Do we estimate a monthly cost as we may exceed or may not need all the meetings estimated?

A. A gannt chart identifying various milestones and monthly costs may be provided.

Q. Regarding the bid sheet would you like ranges in service costs per stage etc or one lump sum?

A. A Lump Sum

ATTACHMENT:

- 1) **5.0 Price Sheet – Addendum 2**

All other specifications, instructions, terms and conditions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

5.0 PRICE SHEET - ADDENDUM 2

Submit a fee amount not to exceed for each task group listed in Section 1.3. All fees are inclusive of personnel, benefits, technology, travel, housing and support expenses.

5.1 FEE AND REVENUE STUDY SERVICES

Task	PRICE SHEET	Fee Amount not to exceed
1.3.1	<p>ASSESSMENT AND PROGRAM MANAGEMENT</p> <p>1.3.1.1 Kick off meeting: confirm goals, objectives, timeline, schedule, contract management and communication process.</p> <p>1.3.1.2 Provide a list of data needed by the Consultant team and review available city/historical documents, in coordination with what the Consultant's proposal anticipated.</p> <p>1.3.1.3 The consultant and the City's project managers shall hold progress meetings as often as necessary, up to twice per month, until the final plan is reviewed / approved by the City Council.</p> <p>1.3.1.4 The consultant shall supply the project managers with at least two (2) copies of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting.</p> <p>1.3.1.5 The project managers shall schedule the advisory committee and other meetings, as necessary, at key times during development of the Master Plan Update. This may include up to six (6) council and advisory committee meetings, depending on the consultant's approach and delivery methodology.</p>	
	SECTION 1.3.1.1 through 1.3.1.5 SUBTOTAL	\$
1.3.2	<p>DATA REVIEW AND ANALYSIS</p> <p>1.3.2.1 Review all available financial information, operating policies and procedures, and operating statistics to assist with updating current master plan, operating and facility maintenance policies.</p> <p>1.3.2.2 Conduct a demographic analysis of the current service area for the project.</p> <p>1.3.2.3 Review existing master plan and core services</p> <p>1.3.2.4 Conduct two on-site discussions/trainings for staff. The first will be after the initial data collection has begun and will include going over background data and update methodology; the second will review/discuss the final draft submittal.</p> <p>1.3.2.5 Compile data to develop and/or confirm current operating and programming of the historic site and compare with existing market conditions for similar geographic area, best business practices of municipalities/organizations with a comparable profile and in a similar geographic area using local, state, regional and national municipal organizations and/or for-profit/non-profit entities. Include, but not limited to, programs/services/maintenance, revenue/expenses, usage and staffing levels of other municipally and privately operated urban farm/historic areas and facilities operated with nationally known best practices and having similar size, composition and demographics.</p> <p>1.3.2.6 Provide a review of the existing site buildings and structures.</p> <p>1.3.2.7 Compile data regarding current Parks & Recreation Division and Historic Preservation Commission standards for the City.</p>	

	<p>1.3.2.8 Identify opportunities and deficiencies in the inter-related parks, recreation, outdoor event and citywide special event performance management & create a n element within the updated plan to address.</p> <p>1.3.2.9 Review and recommend changes to existing master plan, operating policies /procedures/plans, program/service delivery, site sustainability and capital improvement program needs. Provide analysis and recommendation on an appropriate historic preservation philosophy and collection management plan for the site.</p>	
	SECTION 1.3.2.1 through 1.3.2.9 SUBTOTAL	\$
1.3.3	PUBLIC INPUT PROCESS	
	<p>1.3.3.1 Conduct 2 public input/open house meetings. The first will include initial project outline and methodology and the second would be prior to the completion of the final draft submittal.</p> <p>1.3.3.2 Make two presentations to the Historic Preservation and Parks and Recreation Advisory Commissions. The first will include initial project outline and methodology; the second would be prior to the completion of the final draft submittal</p> <p>1.3.3.3 Make two presentations to the City Council. The first will at a workshop meeting after the initial data collection has been begun and will include going over background data and methodology, and the second will be at a regular meeting for final review and/or submittal.</p>	
	SECTION 1.3.3.1 through 1.3.3.3 SUBTOTAL	\$
1.3.4	MASTER PLAN UPDATES/STRATEGIES/RECOMMENDATIONS	
	<p>1.3.4.2 Any/all updates, strategies or recommendations must be presented with clearly defined outcomes.</p> <p>1.3.4.2 The final draft document will include a separate and clearly identified section for the updates /strategies / recommendations.</p> <p>1.3.4.3 Review and any and all updates, strategies, recommendations with current City Council / City Management strategic, operational goals & objectives.</p>	
	SECTION 1.3.4.1 through 1.3.4.3 SUBTOTAL	\$
	PROPOSAL FEE GRAND TOTAL NOT TO EXCEED	\$

5.2 Provide an hourly rate for additional meetings as proposed/needed \$_____

5.3 Provide a schedule of hourly billing rates for each staff position.

5.2 PAYMENT The Contractor shall provide monthly statements of itemized services. Payment will be reviewed and approved by the Contract Administrator or designee. The itemized statement shall not exceed the proposal fee in Section 5.0.

OFFEROR NAME: _____