



## **Addendum #1**

**Week of December 8, 2017**

### **Request For Proposals**

#### **Multi-Jurisdictional Master Plan for**

#### **Parks and Recreation in Hood River County**

##### ***Addenda***

*The Parks District will not mail notice of addenda, but will publish notice of any Addenda on the District's web site. Addenda may be downloaded off the District's web site until Closing, i.e. at least once weekly until the week of Closing and at least once daily the week of the Closing.*

##### **Answers from Question Set 1**

Is there a defined project budget or budget allocation for this project? Any guidance can certainly help our thinking on the range of public outreach tactics we would offer.

**There is a budget not to exceed \$110,000.**

Given the involvement of multiple jurisdictions/partners, is there a defined role for Boards/Commissions in the project?

**The board members, commissioners, and councilors will be invited to participate in the planning process and will have final approval of the plan.**

Have you envisioned the establishment of a project task force or advisory committee? If so, what are your thoughts on what that might look like?

**Yes. We would like to have an advisory committee and focus groups. The advisory committee would be representative of the different agency leaders, special interest groups, and key community members.**

**We expect the consultant will guide us through best practices with advisory committee and focus groups and their participation in the public engagement component.**

What are the critical community or management issues that exist that would need to be addressed during the planning process?

**We have five agencies offering similar services, and the critical piece is seeing how we can work and plan together and find efficiencies.**

Are electronic copies of the current/past plans from your District or the Port available for review?

**Yes. [Port: 2014 Strategic Business Plan](#) and [2012 HRVPRD Master Plan](#)**

With the idea of a community survey, would you envision segmenting the survey sample by population centers (i.e., Hood River, Odell, Parkdale)?

We would envision segmenting for inside or outside the UGB and, if budget allows, by population center (Hood River, Odell, Parkdale).

Has the District or City conducted a citizen survey in the past couple years? Is an electronic copy available for review?

In 2015, the Trust for Public Land did a polling on capital bonds.

[Trust for Public Land1](#)

[Trust for Public Land2](#)

How important is consideration of future funding options or potential? Would you like for this study to include a review of park, SDCs, cost recovery or fees/charges?

The Parks District just updated its SDC Methodology, which should be used as part of the consideration. We would envision the consultant to take a broad examination of cost recovery and future funding potential.

Do you have a completion date in mind for the Plan?

Fall, 2018

On page 7, in the last bullet of Firm Information, how do you want the evidence of insurance? If you want a copy of certificates, can those pages be exempted from the section page limit?

It should be a certificate of insurance. Yes, those pages can be exempt.

With the 15 page structure, will a cover letter, front/back covers, and staff resumes be excluded from page counts – and will it be OK to include these?

The front and back covers will be exempt from the 15 pages, but the rest – staff resumes and cover letter – will be included in the total page count.

## **Answers from Question Set 2**

Can you clarify the participating entities and whether the project will involve all property managed by these groups? It appears to be the District, County, City and Port and all related sites/facilities.

The entities listed above will participate in the project, in addition to the Hood River County School District. Any property related to parks and recreation will be involved in the plan.

Will the District be the primary decision maker during the course of this project, or are all the jurisdictions responsible for review and direction?

The District will be manager and primary decision maker of the plan; however each will review and help to direct the plan.

Has the District already convened a multi-jurisdictional group to advise this plan or will that occur as part of the project?

The District has worked with other agency leaders to develop the goals indicated in the RFP. We would like to have an advisory committee and focus groups. The advisory committee would be representative of the different agency leaders, special interest groups, and key community members.

Does the District have an estimated budget for this project? Will there be any staff time dedicated to help support this project, including public outreach?

There is a budget not to exceed \$110,000. District staff time will be dedicated to help support this project.

Does the District have a general timeframe in mind to start and complete this project?

We envision the plan starting in February of 2018 and ending in fall of 2018.

P. 6 requests presentations to participating entities. Would that include a separate meeting for each entity's decision making body?

It would be the goal to do one final presentation; however a maximum of three presentations made be needed: City, District, and County. Efficiencies could be realized with having multiple presentation on the same day.

### **Answers from Question Set 3**

How do you see those partners – County, City, Port, and the School District – playing a part of the planning process?

The Parks District will manage and commit the majority of funding towards the project. The partnering agencies will be as involved as their staff time allows. An important goal for the participating governing bodies of the City of Hood River and Hood River County is to have a parks and recreation plan that each entity can use as part of their respective comprehensive plans.

Will one component of the project be to examine if the parks and recreation facilities operated by the other agencies can absorbed into the District?

The plan should examine inter-agency cooperation on two levels. One level would be how simple efficiencies can be made to help improve inter-agency cooperation, particularly with operations and maintenance and permitting. The other component would be a high level look at what it would look like to absorb these parks and recreation facilities into the Parks District.

If one of the components is to examine the consolidation into a single provider, would you envision reforming the District?

The scope of work in this plan is not to reform a new District. It's a high level look at what that would look like if we wanted to look at becoming a single service provider and examining some steps it would take to get there.

Who else will be involved? Will you have some sort of advisory/stakeholders group?

Yes. We would like to have an advisory committee and focus groups. The advisory committee would be representative of the different agency leaders, special interest groups, and key community members.

We expect the consultant guide us through best practices with advisory committees and focus groups and their participation in the public engagement component.

Is there a budget for this project?

The budgeted amount is not to exceed \$110,000.

Would this plan create a parks master plan for the city and the county?

This plan should address the needs of the Parks District, City, and County so that each agency can adopt this parks plan as part of their comprehensive plan.

What level of detail are you looking for in regards to a recreational programming plan?

There should be an examination of the recreational programming, particularly with the Parks District and the School District.

When looking at projected revenue, how in depth are you expecting the consultant to delve?

It would be expected that the consultant would look at all the components of the revenue, but it would be more of an overview. The plan is not expected to have an extremely detailed and comprehensive cost recovery.

Do you envision revisiting the goals and objectives in the 2012 Parks Masterplan?

Yes. We would expect that that the consultant, after reviewing all pertinent documents indicated in task 1, would find common goals for the agencies.

What types of expertise do you need from a consulting firm?

We will look for the Consultant's expertise in the public engagement process to help gain statistically valid and non-biased data from the public needs and desires for the future.

In addition, we have different governing boards with different visions. We will look to the Consultant to help unify these visions with the goal of having the participating agencies adopt the plan as part of their comprehensive plan.