

## **Addendum 1**

Owner: City of Unalaska

Project: **RFP for Professional Consulting Services: Park and Recreation Comprehensive Master Plan Study Project PR23A**

Date: August 16, 2023

Attachments included in Addendum: PR23A Bid Form, Consulting Agreement and City of Unalaska FY24-FY33 CMMP

Please acknowledge receipt of this Addendum No. 1 in the appropriate blanks on the bid form.

The RFP Package is hereby clarified or changed as follows:

1: Proposal due date has been changed from August 21, 2023 to August 28, 2023 by 5:00pm AK time

2: REQUEST FOR PROPOSALS dated July 17, 2023, Part IV Description of Facilities and Parks, Annual Facility Use, Page 7:

Delete "See Attachment F for more information regarding 2022 facility use."

Replace with "See Attachment E for more information regarding 2022 facility use."

3: REQUEST FOR PROPOSALS dated July 17, 2023, Part VII Timelines and Presentation of Work Product, Page 17:

Delete "The Contract will be the Engineering and Related Services Agreement, Attachment B."

Replace with "The Contract will be the Consulting Agreement, Attachment F."  
See attached Consulting Agreement included in Addendum

4: REQUEST FOR PROPOSALS dated July 17, 2023, Part X Proposal Evaluation and Selection Process, page 19:

Delete "The Proposal Evaluation Score Sheet (Attachment C) will be used by the Evaluation Team to score each Proposal"

Replace with "The Proposal Evaluation Score Sheet (Attachment B) will be used by the Evaluation Team to score each Proposal"

Question 1: I am not sure I see the "Engineering and Related Services Agreement, Attachment B" referenced on page 17.

Answer 1: The Consulting Agreement, Attachment F shall be the agreement used for this RFP

Question 2: I see you ask for billing rates. I am not sure I see you ask for a price to complete the work. Is the criteria evaluated by the (average?) of the bill rates submitted, or something similar? Or should we submit a cost (fixed price, or time and materials?)

Answer 2: Proposals shall be evaluated as shown in Part X Proposal Evaluation and Selection Process shown on page 19 of the RFP. Cost proposals shall be submitted as a lump sum cost. See the attached Bid Form.

Question 3: Does the department have a current CIP?

Answer 3: Unalaska City Council has adopted the FY24-FY33 Capital and Major Maintenance Plan (CMMP) See the attached FY24-FY33 CMMP included in this Addendum

Question 4: Is there a not to exceed amount for this planning effort?

Answer 4: No

Question 5: Can you please expand on this statement from the RFP? "Looking ahead, the Programming Department has identified the arrival of high speed internet as a major challenge for the continued delivery of successful programs. PCR programs now have to compete for community member's time with the nearly innumerable number of online opportunities."

Answer 5: The City of Unalaska now has access to high speed internet to all residences and businesses, something that was not an option until this past year. As a result of internet accessibility on the island, the PCR and its programming has noticed a decrease in attendance and participation in activities/events.

Question 6: What is the departments current operating budget?

Answer 6: PCR currently has a yearly budget (operations and personnel) is \$4,011,988.

Question 7: It does not appear as though we need to submit fees with our proposal. Can you confirm?

Answer 7: Hourly billing rates of key personnel shall be included in the Professional Qualifications as shown on page 18. Cost proposals shall be submitted as a lump sum cost, as per the attached Bid Form.

Question 8: Are resumes included in the 20-page limit?

Answer 8: Proposal page limit shall be increased to a 30-page limit.