



**TOWN OF FLORENCE  
COMMUNITY SERVICES DEPARTMENT**

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**REQUEST FOR QUALIFICATIONS**

**PARKS AND RECREATION COMPREHENSIVE PLAN**

**Addendum No. 1**

Date: August 13, 2018

From: Bryan Hughes, Community Services Director

Subject: Addendum No. 1 to Parks and Recreation Comprehensive Plan RFQ

Submittal Deadline: August 17, 2018, 2018; 2:00 p.m. (local time, Phoenix, Arizona)

**SCOPE**

This Addendum clarifies, corrects, or modifies the original Request for Qualifications document prepared by the Town of Florence. Acknowledge receipt of this addendum in the space provided on the attached "Acknowledgment of Addenda Received" form. This acknowledgement must accompany the submittal. Failure to do so may subject the bidder to disqualification.

This Addendum No. 1 consists of clarifications and responses to questions via email and at the Pre-Submittal meeting on Tuesday, August 7, 2018.

**ADDENDUM**

1. In section titled **SCHEDULE**, it states "Submittals are due to the Town on Friday, August 17, 2018 at 4:00 p.m." This is amended to state "Submittals are due to the Town on Friday, August 17, 2018 at 2:00 p.m."
2. In section titled **FORMAT/SUBMITTAL REQUIREMENTS** under **Submittal**, it states "one (1) original and ten copies". This is amended to "one (1) original and five (5) copies."
3. In section titled **SUBMITTAL DEADLINE**, it states "one original and nine copies". This is amended to "one (1) original and five (5) copies."
4. Addendum #1: Site-Specific Master Plans in original document is renamed Supplemental #1: Site-Specific Master Plans

The supplemental submittal documentation can be included as part of the overall submittal but must be differentiated and labeled accordingly.

## **QUESTIONS AND ANSWERS**

- Q1: I noticed Addendum #1 (*now Supplemental #1*) Site-Specific Master Plans at the end, which seems like a separate project. Are you wanting two separate qualifications packages or one package with maybe a divider tab between the two?
- A1: One package with a divider tab will work. As long as there is clear differentiation.
- Q2: Are the interviews definitely going to happen that week (*August 27*) or could there be some flexibility?
- A2: The Town is committed to finding the best consulting team for the project, so there may be some flexibility in coordinating interviews, if necessary, depending on the availability of the review team.
- Q3: Is this two projects in one?
- A3: Priority is the Master Plan (Comprehensive Plan). Site-Specific master plans are a component being considered.
- Q4: What is the Budget for this Project?
- A4: There is \$350,000 allocated for this fiscal year and about \$300,000 for next fiscal year, but these funds are for the overall General Plan Update, of which the Parks and Recreation Comprehensive Plan is a component, and other planning documents.
- Q5: Open to Technical Advisory Commission?
- A5: Yes, it will be made up of our current board and commission members and staff.
- Q6: Will an entity be penalized for not including the Site-Specific plan?
- A6: No, priority is the Comprehensive Plan and staff believes the successful team can do site-specific plans as well.
- Q7: Can you submit for Site Specific and not for Comprehensive Plan?
- A7: No, Comprehensive Plan is the main project; Site-Specific is optional.
- Q8: If an entity is interested in submitting an RFQ, and did not attend meeting, but a member of the "Team" did, will their submittal be disqualified?
- A8: No, the entity will not be disqualified as long as the person that did attend the mandatory meeting is part of their "Team".

**TOWN OF FLORENCE  
ACKNOWLEDGMENT OF ADDENDA RECEIVED  
REQUEST FOR QUALIFICATIONS**

**PARKS AND RECREATION COMPREHENSIVE PLAN**

**Addendum No. 1**

Bidder \_\_\_\_\_ affirms that ADDENDUM No. 1 has been received and that the information contained in ADDENDUM No. 1 has been incorporated in the Vendor's Submittal.

Submitted by:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

END OF ADDENDUM No. 1