Kirkland PROS Plan Update
RFQ Questions and Responses
January 10, 2013
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- **Concerning your PROS Plan RFP - what does your 20 page (single or double sided) limit cover - everything including resumes and example work?**

Yes, maximum of 20 pages, inclusive of everything.

- **Do you anticipate a need for an updated telephone survey similar to what is shown in Appendix B of the PROS Plan?**

We do desire to gather objective, statistically-valid data to guide our planning process. To the degree that we can work within our budget to commission a telephone survey we would like to do so, in consultation with the selected contractor as we finalize project scope. I would encourage you to explore adding this expertise to your assembled project team.

- **To what extent to you expect that the PROS Plan will be developed in coordination with the GMA Comprehensive Plan update?**

We have had informal discussion with City Planning Department staff about the potential for some cooperative efforts. One idea would be some shared effort in public workshops/meetings, for example. Neither project is far enough along at this point to determine how feasible this may be. Possible.

- **Other than the telephone survey, did the City have consultant support in prepared the 2010 PROS Plan?**

We had a consultant (Triad Assoc.) provide some technical assistance on LOS and park facility inventory tasks.

- **If there are other questions submitted, is it possible to see the responses to those?**

Yes, provided herein.

- **What role do you see for the Park Board in the project?**

Board will provide input on methodology, public involvement process, and will review and make recommendations on draft and final reports.

- **What are the current, critical community or management issues that exist that would need to be addressed during the planning process (i.e., operations/maintenance, facility upgrades, ADA, etc)? How do these issues relate to the passage of the recent levy?**

Recent annexation (2011) of 30,000+ new residents and opportunity to revisit our goals and objectives accordingly and reflect needs of new neighborhoods. Potential closure of Juanita High School swimming pool – only public indoor pool in community). Needs analysis pertaining to athletic fields. These are but a few……

- **I saw the 2012 Community Survey online and the 2007 survey conducted as part of the past PROS plan. Has the City conducted any other surveys related to parks and recreation in the past couple years - either for the levy or in general? Is an electronic copy available for review?**

An on-line survey was conducted to guide recommendations for the Park Levy. Available here: LINK

- **Will the new plan act as the City's parks and recreation element for the Comp Plan, or would you like this project to include the development of a stand alone (refined) Comp Plan element?**

Yes, new plan will be used as basis for updating Park Element for City's Comprehensive Plan; however, not anticipated to be part of selected consultant's scope.

- **Will this project include review/approval by the Planning Commission?**

This will be considered. Not decided at this time.

- **Have you developed an evaluation weighting or scale to address the 5 criteria listed in the RFQ on page 5? If so, can you share it?**

No. The evaluation committee (yet to be formed) will determine its evaluation methodology.

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

Evaluation of Level of Service (LOS) methodologies will occur, which will guide future review of park impact fees. However, review of impact fees not anticipated as scope of work for this project. As well, cost recovery and review of fees/charges will be outside scope of project. Identification of funding options for capital improvements should be articulated in final Plan.

- **Will you require an in-depth recreation program assessment or analysis addressing program offerings?**

Not anticipated, but could be reviewed as a result of input from public involvement process.

- **Concerning the 20-page limit, will full length resumes be included in that limit or can they be excluded from the page count?**

Yes, 20-page max inclusive of everything please.

- **Regarding the upload of the final submittal to Purchasing's email, is there a file size maximum to be aware of? How large in MB can an attachment be before it hits a firewall or buffer on the City side?**

You should be able to keep your submittal under 5MB, but files as large as 7MB should come through OK.

- **Looking over the 2012 Park Trails and Facilities guide/map it looks like you have a pretty good handle on your GIS inventory of parks. The RFQ includes a task to verify amenities and assess condition. Is there a concern that the inventory information you have is inaccurate or is this mainly about the condition assessment?**

Primarily about condition assessment.

- **We have done a preliminary review of the citizen satisfaction survey work and are curious if you and your colleagues feel like this instrument is helpful in setting direction for parks and recreation or if there are specific issues that you are looking to expand on?**

Further public involvement and survey work will augment existing data and survey work.

- **The most recent update to the PROS plan is structured to address each neighborhood individually, is this the direction you see the new plan going or would this plan address system as a whole?**

Yes and Yes. System as a whole as well as neighborhood-based.

END