

CITY OF WATSONVILLE

PARKS AND COMMUNITY SERVICES  
231 UNION STREET, WATSONVILLE, CA 95076  
VOICE 831-768-3240



**ADDENDUM NO. 1**

**City of Watsonville  
Request for Proposals  
for  
Park Facilities Assessment Study  
January 17, 2023**

**TO ALL CONSULTANTS:**

The following items clarify or modify the Request for Qualification Statements. **Receipt of this Addendum shall be acknowledged in the Request for Proposal Submittal.**

**A. Revision to Section 9: Selection Timetable:**

The Selection Timetable is revised as follows:

City releases RFP	January 6, 2023
Last day to submit written questions	January 13, 2023 at 5:00pm
City responds to written questions via addendum	January 17, 2023
Proposals due	February 3, 2023 at 5:00pm
Interviews with successful bidders	February 8 & 9, 2023
City issues Notification of Intent to Award	Week of February 13, 2023
City Council awards Contract	February 21, 2023
Begin Work	February 27, 2023

- a. **Proposals Due** - Note that the due date has been moved to **February 3, 2023 at 5:00p.**
- b. **Interviews** - Interviews with successful bidders will take place on **February 8 and 9, 2023.** Bidders are advised to reserve these dates for interviews. Interviews will take place at 231 Union Street, Watsonville, CA 95076.

**B. RFI Responses to Questions from Consultants:**

- a. What type and number of 'buildings and structures' would the consultant be assessing, and does the City expect an architect would be needed to make these assessments? We understand the community centers are excluded; do you mean the consultant would assess only non-conditioned accessory structures like shade structures, storage sheds, and the like?

*It is expected that the consultant would assess non-conditioned accessory structures, such as shade structures and storage sheds. It is also expected that the consultant would provide an architect to assess minor conditioned structures, such as park restroom facilities and maintenance bays. Larger buildings, such as meeting rooms and community centers are not included in this study. Please reference the following spreadsheet that includes a list of buildings to be assessed with their square footage:*

*<https://www.cityofwatsonville.org/DocumentCenter/View/20548/City-and-County-Park-Data-for-RFP>.*

- b. For the community input meetings on page 4, is the goal to discuss all city/county sites over 3 meetings? What is the desired consultant effort for preparing the deliverable? Ie. is it sufficient to summarize community priorities as a list, or does the city seek a more intensive design effort such as development of a conceptual plan for each park site?

*Yes, the goal is to discuss all City/County parks over the three meetings. City/County staff desire to work with the consultant to determine the best strategies for conducting the community meetings. The desired consultant effort for this deliverable is to facilitate discussions that solicit community input on existing conditions, priorities for improvement and desired enhancements. It will be sufficient to summarize community priorities as a list. Conceptual plans for each park site are not requested at this time.*

- c. The timeline on page 5 stipulates a 3 month project duration. Typically, bringing findings in front of the commission and council alone would take 2 months. What is driving the May 31 2023 deadline and is there flexibility to extend it?

*The City/County desire to align the completion of this project with the adoption of the City's and County's respective Fiscal Year budgets. It is understood that this is a very aggressive timeline and may not be feasible. Ideally, draft cost estimates would be completed by mid to end of May 2023 for budget consideration purposes.*

- d. Item 6b on page 5 includes inspections of 'roads, parking lots, trails, walls, bridges...' -- please provide limits or locations for these items and clarify if the City seeks an assessment of the landscape around these items by a landscape architect, or assessment of the actual items by a civil engineer.

*It is expected that the consultant would utilize a civil engineer for the inspection of "roads, parking lots, trails, walls, bridges, etc." This includes any and all of these items that exist within the APN(s) of each park facility.*

- e. Item e on page 6 refers to a GIS database. What specific role or task does the City expect the consultant to undertake? What technology, data, or interface will the City provide, if any? How much GIS data on the existing park sites does the City have?

*As part of the assessment, it is expected that the consultant will produce GIS files that will be imported into the City's GIS system that provide an inventory and location of the assets listed in the RFP for each park. Consultant will work with City/County GIS staff to coordinate the work on this deliverable. There is no existing GIS data on City or County park sites available, outside of general site information. City does have recent GIS data on trees.*

- f. Item 10 on page 8 notes separation of costs. Does the City envision separate tasks (ie. meetings, reports, board presentations) for city versus county parks, or a single combined effort but with some costs assigned and separated to account for the County sites?

*The City envisions a single combined effort but with some costs assigned and separated to*

*account for the County sites. The RFP does call for separate presentations to the City Parks and Recreation Commission and the County Parks and Recreation Commission. The County will pay for the assessment of County parks, so costs and billing will need to be separated for accounting purposes.*

- g. Does the City have a desired budget that you would like the consultant to work within?

*It is anticipated that the budget for this project will be less than \$200,000.*

- h. May we get a facility list of all facilities that will need to be assessed for this study with their corresponding square footages, and acreage information for all parks on the list?

*Please reference the following spreadsheet that includes a list of buildings to be assessed with their square footage and acreage information for all parks included in this study:*

*<https://www.cityofwatsonville.org/DocumentCenter/View/20548/City-and-County-Park-Data-for-RFP>.*

**END OF DOCUMENT**