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Addendum 1

Solicitation 21-AA18 RFP for Parks and Recreation Master Plan

This addendum serves to notify all bidders of the following changes to the solicitation documents:

Questions asked are answered below:

1. Q: On page 9 of the RFP, one of the project deliverables is listed as “Develop, propose, and present plan amendments to achieve project purpose.” Can you describe what is meant by plan amendments? Are these amendments to the existing plan?
A: *We are referring to having a “Draft” plan that will be presented to the public via the Parks and Recreation Commission and then making amendments to that draft in response to public input prior to presenting a “Final” version.*
2. Q: On page 9 of the RFP, one of the project deliverables is listed as “Final Plan in PDF and editable formats” – is Adobe Indesign considered an acceptable editable format?
A: *Yes*
3. Q: Is there a budget identified for this planning project?
A: *We do not have a set budget for this project. Cost proposals are a factor for consultant selection and should be based on a roughly year-long process with robust community engagement, and be reflective of the size of our park and recreation system and breadth of the scope of work. For proposal evaluation purposes, a weight of 15% is attributed to the cost proposal.*
4. Q: Has there been any previous public engagement conducted related to reuse of the Lester park golf course?
A1: *The Public Golf Committee, a sub-committee of the Parks and Recreation Commission, is tasked with making recommendations to Parks and Recreation Commission, City Council, and City Administration. While no formal planning process has begun for the future use of Lester Park Golf Course, substantial study on the current state of the facility and operations as a golf course has been conducted by consultants and was inclusive of citizen involvement. That study information can be found here: <https://duluthmn.gov/parks/golf/duluth-public-golf/>.*
5. Q: How does Duluth Parks staff envision collaborating with the selected consultant? Are there specific roles Parks staff will play throughout the process?

A: Yes, see below, plus staff will assist with research and data collection, access to pertinent city documents, plans and reports and other consultant needs.

Q: Public meeting coordination and facilitation?

A: Yes, Parks Staff will assist with scheduling and outreach for public engagement, and setting up any in-person or virtual presentations. Facilitation will primarily be led by the consultants with Parks staff as support.

Q: Internal coordination with other City Departments?

A: Yes, the Senior Parks Planner will assist in coordinating with other City departments and in engaging other City Commissions for presentations and/or project updates. City departments include but may not be limited to: Planning and Economic Development, Engineering, Administration, Property and Facilities Management. Presentations and/or updates to Boards and Commissions may include but may not be limited to: Planning Commission, Natural Resources Commission, and Parks and Recreation Commission, Indigenous Commission, Heritage Preservation Commission, and the African Heritage Commission.

- *Q: Does staff envision a project management team (PMT) and what staff departments would be included?*

A: We have established an internal team made up of staff within the Parks and Recreation division, representative of leadership, planning/stewardship and recreation/programming. Representatives from Property & Facilities Management, Parks Maintenance, and City Administration round out this team.

- *Q: Is there an identified project manager on the City side?*

A: Cliff Knettel, Senior Parks Planner, will be the Project Manager for the City.

6. *Q: How does staff feel about the current plan? There are a few references to plan updates in the RFP. Does staff see this as an update to the current plan or a complete restructure to the system plan?*

A: This is a complete restructure to the Park and Recreation System Plan, however, the 2010 plan has some important ideas, concepts and recommendations we expect will carry over into this planning process. For the previous 10 years we have focused park and trail planning and investments in the St. Louis River Corridor, and those projects will need to be continued and completed during the timeframe of the next Master Plan, however, we need to examine and prioritize projects and programming throughout the whole system in the new Master Plan. Also, the 2010 plan was light on addressing recreational programming due to the staffing and funding levels at that point in time. We have since added programming staff and have increased our program offerings and budget. Recreation/programming will likely have a greater profile in this next Master Plan.

7. *Q: What are the most significant changes in the parks system since the last plan? What is new, what is missing?*

A2: The City has made significant park and trail improvements, particularly but not exclusively in the St. Louis River Corridor, as a result of Half and Half Sales Tax Funding dedicated to these projects.

A3: We have made significant progress with trail planning development system-wide.

A4: We anticipate the development of new trails to be a lesser priority, while needing to complete the trails already in development or that we have already planned and ensure these trail assets are maintained.

A5: We anticipate sports fields and courts will have a greater profile in this next Master Plan including both outdoor and indoor facilities. There are limited indoor athletic offerings in Parks and Recreation buildings.

A6: We have embarked on Natural Resource Management and Natural Area Protection in response to this item being called out in the 2010 Master Plan and again in the Imagine Duluth 2035 Comprehensive Plan. A concurrent Natural Resources Management Program planning process is underway.

A7: Resiliency and mitigating impacts of future weather disasters has come to the forefront within the last 10 years.

A8: The Park Fund was established in 2011 through a voter referendum that set an annual cap of \$2.6 million. Because this amount is insufficient to cover the operations, capital improvements and maintenance of the Park and Rec system, the General Fund coupled with funding from Tourism Tax supplements the costs of the park system.

8. Q: Does the City of Duluth have a park dedication ordinance?

A: Not at this time however it is being explored further.

9. Q: How successful has Duluth been in capturing regional legacy funding or federal funding?

A: We have been quite successful for several projects that have been deemed regionally significant, and seek to have additional parks and trails designated in order to secure additional legacy funding. We have also secured numerous other state and federal funding awards, state bonding, and grants from local philanthropic organizations. We have a professional grant-writer on retainer to assist in identifying, securing and administering grants.

10. Q: Is the City of Duluth seeking to achieve CAPRA certification?

A: We have not set that as a goal at this point. CAPRA may be something to work towards in the future, but Parks leadership believes we have a long ways to go before we would meet these high standards.

11. Q: The RFP indicates Duluth has detailed facility, system, and condition data. How detailed is this assessment? We ask because this will impact the number and duration of visits to each park facility which impacts fees.

- A. This data details the life cycle of the built assets to be used to determine their deferred maintenance condition. It is not intended to replace an inventory and assessment of the facilities from the perspective of a planning document or design effort.*

Parks and Rec staff can assist the consultants by identifying which built assets have undergone recent mini-master planning which have either completed, begun or are expected to begin implementation in the near future, in an effort to reduce the number of built assets to be reviewed and assessed.

We also have a Park Maintenance Categorization system that assigns a local level of importance into six levels ranging from the highest level Category 1, regional, high-visibility areas that require the highest level of maintenance, to the lowest level Category 6, parks that are allowed to revert to a natural state or undeveloped open space already in its natural condition. This parks categorization can help guide the prioritization of future capital improvement projects.

12. Q: What public engagement methods have you found successful in Duluth?

A: This is the first planning process of this magnitude that Parks and Recreation has conducted during the pandemic, however, we have conducted numerous workshops, presentations and public meetings virtually for a variety of Parks division projects over the last 12 months. Depending upon the status of Covid-19 restrictions and State and City guidelines, we anticipate a mix of virtual and socially-distant but in-person public engagement to ensure a robust, and comprehensive type and amount of citizen involvement. Outdoor engagement in the parks is an option. We will also have a project web page under the Parks and Recreation Division website that will include a public comment form for the duration of the planning project. Other consultants we have recently worked with have utilized other online tools (Social Pinpoint is one example) for engagement and they have worked well.

13. Q: Has an ADA Audit been performed on parks and facilities?

A: No system-wide audit has been completed to date. However, in our recently completed and current in-progress park and trail improvement projects, accessibility has been a major component. Accessibility is also a major component of current park and trail planning processes, as well as for this Parks and Recreation Master Plan. The topic (need, opportunity) of a system-wide ADA audit could be addressed in the Master Plan.

Please acknowledge receipt of this Addendum by including a copy with your proposal.

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