



**CITY OF DULUTH**  
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**Addendum # 1**  
**File # 15-09AA**  
**Project: Recreation Management Software RFP**

This addendum serves to notify all bidders of the following Q&A for the solicitation documents:

1. What is your last fiscal year revenue?

Parks Operating Budget: \$2,600,000 in property taxes, \$47,000 in permits for special events/weddings, \$16,000 in rental of buildings, \$4,000 in concessions

Athletic Leagues (separate budget from Parks Budget): Entry Fees for Softball & Football: \$50,000. Athletic Field Rental: \$47,000

2. Do you receive any subsidies? If so, what is the amount?

Yes, \$2,600,000 in property taxes. This is our annual allocation that makes up the designated "Parks Fund".

3. What is the revenue broken down by facility?

See attachment for Parks and Athletic facilities revenue.

4. What is the revenue broken down by point of sale per facility?

That information is not available.

5. What is the number of active members per facility?

We don't have information on the number of active members per facility.

6. What is the number of part time and full time staff?

10 full-time staff, 7 part-time/seasonal staff in the Parks department.

7. What is the number of active customers?

We don't have information on the number of active members.

8. What is the number of facilities?

We have 47 athletic facilities with 19 that are directly managed by the Parks Department. The rest are managed by non-profit/community partners. The full list can be found here: <http://www.duluthmn.gov/media/303709/Building-Rental-Permit-Guide-2415-Version.pdf>

9. What is the number of parks?

129 parks. Full parks listing can be found here:  
[http://www.duluthmn.gov/media/334288/Parks\\_Listing.pdf](http://www.duluthmn.gov/media/334288/Parks_Listing.pdf)

10. What is the number of camp sites?

The campsite (Indian Point Campground) is managed by a 3rd party. The software will not be needed for campground reservations at this time.

11. Will you need data migration from older software, and if so what type of data would you like to migrate?

Data migration will mostly originate from Word documents, Excel spreadsheets and Access databases.

12. When is your desired go-live date?

May 1, 2016 (if possible)

13. 3<sup>rd</sup> Party Access:

Yes, permit holders. Also, some of our park facilities are occupied by nonprofit partners and those nonprofit partners are responsible for overseeing reservations at their facilities. 3<sup>rd</sup> party access would allow our nonprofit partners to use the same system for reservations as the Parks Department.

14. Memorial Management:

Track date of installation, location / type of memorial, inscription and contact information of donor (name, phone, email, address).

15. Under required general system requirements, the RFP indicates that the software must operate on Microsoft SQL. Even though it's listed as required, I want to be sure that the City would not consider any other software applications utilizing a different database platform.

Other alternatives can be proposed; however the City is standardizing on Microsoft SQL and would prefer that platform.

16. How many **concurrent** users (staff) would be accessing the system?

There could possibly be up to 10 concurrent primary staff users, but that does not count any 3<sup>rd</sup> party users, like nonprofit partners, who may choose to use our system.

Please acknowledge receipt of this Addendum by signing, dating, and submitting a copy with your bid/proposal. Thank you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Posted December 15, 2015

*An Equal Opportunity Employer*

### Athletic Facility Rentals

Field/Court	Revenue per field	Active Members	Active Customers
Arlington Soccer Field 1	\$2,571.43		
Arlington Soccer Field 2	\$2,571.43		1
Arlington Soccer Field 3	\$2,571.43		
Duluth Hieghts field	\$0.00		3
Harrison Miracle	\$100.00	0	4
Helmer Field 1	\$0.00	0	1
Helmer Field 2	\$0.00		
Hill Side Sports Court Court 1	\$40.00	0	0
Hill Side Sports Court Court 2	\$40.00		
Irving Football Field	\$0.00	0	1
Irving Soccer Field	\$0.00	0	1
Jean Duluth Soccer Field 1	\$2,571.43		
Jean Duluth Soccer Field 2	\$2,571.43	0	1
Jean Duluth Soccer Field 3	\$2,571.43		
Jean Duluth Soccer Field 4	\$2,571.43		
Lake Park Little League Field 1	\$0.00		
Lake Park Little League Field 2	\$0.00		
Lake Park Little League Field 3	\$0.00	0	1
Lake Park Little League Field 4	\$0.00		
Lake Park Little League Field 5	\$0.00		
Lake Park Little League Field 6	\$0.00		
Longview Tennis Court 1	\$0.00		
Longview Tennis Court 2	\$0.00		
Longview Tennis Court 3	\$0.00	0	1
Longview Tennis Court 4	\$0.00		
Longview Tennis Court 5	\$0.00		
Longview Tennis Court 6	\$0.00		
Merritt Softball Field	\$0.00	0	0
Morgan Park Basketball Court	\$0.00	0	0
Portman Basketball Court	\$0.00	0	0
Portman Field	\$25.00	0	1
Wade Stadium	\$31,840.69	0	18
Wade Stadium Little League Field 1	\$0.00	0	1
Wade Stadium Little League Field 2	\$0.00		
Washington Center Gym	\$6,320.50	0	9
Wheeler Ball Field 1	\$1,223.43	0	
Wheeler Ball Field 2	\$1,223.43	0	
Wheeler Ball Field 3	\$1,223.43	0	6
Wheeler Ball Field 4	\$1,223.43	0	
Wheeler Ball Field 5	\$1,223.43	0	1
Wheeler Ball Field 6 (Wade)	\$1,223.43	0	2
Wheeler Ball Field 7 (Wade)	\$1,223.43	0	2
Woodland Ball Field 1	\$0.00	0	2
Woodland Ball Field 2	\$0.00		
Woodland Tennis Court 1	\$0.00		
Woodland Tennis Court 2	\$0.00	0	0
Woodland Tennis Court 3	\$0.00		
Active Customers Athletics	75-100		
Number of Facilities	47		
Number of Facilities controlled by city	19		

**-- 2015 PERMIT FEES --**  
**BUILDING RENTAL, PARK RENTAL ALCOHOL**

2015 BUILDING RENTAL & ALCOHOL PERMIT TOTALS				\$	24,270		
1	WASHINGTON	\$	510	4	MORGAN PARK	\$	4,360
2	DULUTH HEIGHTS	\$	5,880	5	PORTMAN	\$	2,310
3	EVERGREEN	\$	4,755	6	PIEDMONT	\$	305
1		ALCOHOL	\$	6,150			
2015 PARK RENTALS				\$	47,880		
1	Brighton Beach	\$	3,560	14	Lake Superior Plaza West	\$	80
2	Birchwood Park	\$	80	15	Leif Erikson	\$	5,900
3	Chambers Grove	\$	1,310	16	Lester Park	\$	5,470
4	Chester Park	\$	1,280	17	Lincoln Park	\$	2,070
5	Enger Golf	\$	150	18	Memorial Park	\$	480
6	Enger Park	\$	12,585	19	Old Main	\$	290
7	Fairmont Park	\$	340	20	Park Point	\$	2,140
8	Hartley Park	\$	100	21	Portman Park	\$	50
9	Hartley Nature Center	\$	280	22	Rice’s Point	\$	80
10	Hawk Ridge	\$	200	23	Rose Garden	\$	7,325
11	Hillside Sport Court & Field	\$	80	24	Sister Cities	\$	80
12	Lake Place Park	\$	240	25	Stoney Point	\$	200
13	Lakewalk	\$	3,390	26	Wade Stadium	\$	120
2015 TRAIL RENTALS				\$	1,110		
1	All Trails	\$	100	6	Piedmont	\$	80
2	Amity Creek Trail	\$	80	7	Rolling Stone	\$	120
3	Hartley	\$	80	8	Superior Hiking Trail	\$	150
4	Hawk Ridge	\$	150	9	Western Waterfront	\$	230
5	Magney Snively	\$	120				
2015 PARKING LOT RENTALS				\$	80		
1	Riley-Jean Duluth Roads Soccer Lot	\$	80				
GRAND TOTAL OF ALL				\$	122,410		