

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 2 TO RFP # 16-0090-7

FOR: Parks and Recreation Master Plan

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. **Question:** Is there an anticipated timeline for the project?
 Response: The County anticipates the project taking no more than 270 calendar days. As part of your proposal you will supply a scheduled (Reference Section 4.5.4).
2. **Question:** Are there any target dates established for shortlisting, interviews and final selection?
 Response: The only target date is the proposal due date, after proposals are received they will be evaluated and if deemed necessary interviews of the top ranked proposals will be conducted.
3. **Question:** Has a budget been established for the Chatham County Parks and Recreation Master Plan Services, if so please provide?
 Response: The approximate budget for this project is \$100,000.00.
4. **Question:** When will the Strategic Plan that was mentioned at the Pre-proposal meeting be available and where?
 Response: The Strategic Plan has now been posted on the Purchasing and Contracting website (purchasing.chathamcounty.org) along with the Request for Proposal document.
5. **Question:** We were unable to attend the pre-proposal conference due to scheduling conflicts. If the County summarized the meeting's questions and answers, we would appreciate receiving a copy of these.
 Response: Questions are now being answered in this addendum. The official response from the County is the one stated in writing.
6. **Question:** Could you expand on the County's scope of services requirement in Section 5.7.A.9 to provide in the Master Plan a "Fee assessment study"? Specifically, does the County require a comparison of current fee levels to those of other similar jurisdictions, or the development of the fully-burdened costs of services associated with each fee?
 Response: As part of the fee assessment study, the County is requiring a comparison of the County's fee structures with other similar jurisdictions and fee recommendations with substantiating documentation.
7. **Question:** Would the successful firm be precluded from submitting a proposal on future projects generated from the plan?
 Response: No, the successful firm would not be precluded from proposing on future projects resulting from the Master Plan.
8. **Addition:** Ref. Section 5.7 A., add to the Scope of Services #22. "Develop a

marketing plan for Chatham County Parks and Recreation services.

**THE PROPOSAL DUE DATE REMAINS 5:00 P.M. NOVEMBER
3, 2016.**

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

October 24, 2016

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY