



**Henry County**  
**Purchasing Department**  
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**ADDENDUM #1**  
**Issued June 19, 2020**

**RFP # 21-05**  
**Consulting Services for a Comprehensive Parks Plan**  
**Due Date and Time: July 8, 2020, 3:00 PM**

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto. Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

**Revision:**

**3. Inventory and Conditions Report**

Develop a comprehensive inventory of the existing parks and recreation facilities that will include the following:

- Parks (All)
- Park classification type and purpose
- Map location
- Acreage
- Inventory of facilities and amenities
- General assessment of physical conditions and functionality
- Improvement Recommendations
- Park classification system evaluation
- Natural and Cultural Resource Management Recommendations

This report should provide a comparative analysis to communities of similar size regionally and to national standards (NRPA). The analysis should consider the capacity of each amenity found with the park system as well as its functionality, accessibility, general conditions and convenience. Other private and public parks and recreational facilities within the ~~Gainesville/Hall County~~ **Henry County** community should be researched and listed in the comparative analysis in meeting citizen service needs. The consultant will also produce maps and graphic representations of the parks and the park system for use both in the plan and outreach materials for the Agency.

**Deliverables:**

- *Inventory and Conditions Report that includes charts, maps, tables, and reports to provide the above listed items.*

This Addendum #1 must be signed and attached to proposal to acknowledge receipt of Addendum.

**Failure to acknowledge any addenda will result in a non-responsive bid.**

\_\_\_\_\_  
 Company's Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Representative's Name

\_\_\_\_\_  
 Authorized Representative's Signature

**RFP # 21-05**  
**Consulting Services for a Comprehensive Parks Plan**  
**Questions and Answers**

1. **Question:** Has the project been budgeted, if so can the budget be revealed?  
**Answer:** **The budget will not be revealed.**
2. **Question:** Is there a current comprehensive parks plan?  
**Answer:** **No, there isn't a current comprehensive parks plan**
3. **Question:** What is the anticipated Notice to Proceed and project completion date?  
**Answer:** **The notice to proceed will follow approval from the Board. We are expecting to move this project as fast as possible while still being thorough during the process.**
4. **Question:** What format is preferred for provision of example deliverable outputs? Weblinks? Digital copies on a thumb drive? Hard copies?  
**Answer:** **Digital**
5. **Question:** The contract included appears to be a construction contract that may not be applicable to professional services. Do you expect a different contract or modifications to this contract for the comprehensive parks plan agreement?  
**Answer:** **Section I – General Overview, B. General Instructions, Terms, and Conditions (Pages 3 – 13) is included in all of our bids/RFPs (boilerplate). The scope of work for this RFP begins on page 14.**
6. **Question:** The RFP's scope of work includes a reference to **Gainesville/Hall County** on pg. 15, last paragraph for Item 3 Inventory and Condition Report. The following is stated: *Other private and public parks and recreational facilities within the Gainesville/Hall County community should be researched and listed in the comparative analysis in meeting citizen service needs.* Is it the intent of Henry County to reference Gainesville/Hall County? Hall County recently completed a similar type project in 2019 by Clark Patterson Lee (CPL). Is there a preference for an approach similar to the one used by Hall County?  
**Answer:** **This should state Henry County. Please see the revision.**
7. **Question:** Will the County consider digital submissions in place of hard copies?  
**Answer:** **No – just one (1) digital copy in PDF format on a USB flash drive identical to the original proposal documents. Please see page 4 – proposal submission guidelines.**
8. **Question:** Can the County clarify which 'National Level of Service (LOS) standards and criteria' are being referenced in the Scope of Work, Item 4 Outreach and Needs Assessment/Gap Analysis?  
**Answer:** **National Recreation & Parks Association (NRPA)**
9. **Question:** Is it the intent of the County to have any low bidders match the bid amount as well as the approach and scope of work of an out-of-county bidder under the Local Vendor Privilege terms?  
**Answer:** **The Local Vendor Privilege will not apply to this RFP.**
10. **Question:** Will the awarded consultant be given full access to the County's GIS data? If so, will there be a fee charged to access this data?  
**Answer:** **If the selected consultant is working directly and exclusively for Henry County then there is no charge. However, they will have to sign an agreement indicating that the data given cannot be used, distributed or sold to any other entity without the permission of the Henry County Government.**

11. **Question:** Will the County advertise public meetings or should that task be included in the consultant's Scope of Work?  
**Answer:** **The County will advertise the public meetings**
12. **Question:** Will the County provide facilities for public meetings?  
**Answer:** **Yes**
13. **Question:** How current is the County's demographic data?  
**Answer:** **According to the U.S. Census Bureau, Henry County's July 1, 2019, population estimate is 234,561. According to the Atlanta Regional Commission, Henry County's 2019 population estimate is 240,900.**
14. **Question:** Does the County require the online survey to be 'statistically valid'?  
**Answer:** **A statistically valid survey is the goal**
15. **Question:** Does the county have site maps of the various Parks.  
**Answer:** **No.**
16. **Question:** Are there additional parks, trails, or open spaces to evaluate beyond those listed on the County's website (<https://www.co.henry.ga.us/Departments/M-R/Parks-Recreation/Parks>)?  
**Answer:** **The selected provider must include a comparative analysis that will require evaluating additional parks, trails, or open spaces.**