

**City of San Carlos Parks Master Plan
Pre-Proposal Meeting
April 2, 2024**

Questions and Responses:

1. Why are Attachments 2 and 3 to the RFP blank?

Response: The City's standard Professional Services Agreement was included as Attachment 1 to the RFP. Attachments 2 and 3 are Exhibit A – Scope of Work and Schedule and Exhibit B – Fee Schedule. These attachments are the Exhibits to the Professional Services Agreement and will include the selected consultant's proposal as Scope of Work and Schedule and your billing rates and Fee Proposal as Exhibit B. These are provided for your reference only.

2. CEQA subconsultant? Is there anything that the City is looking for and would it warrant extra care on CEQA, or is it a standard?

Response: Please include a CEQA subconsultant with your proposal. This is considered standard process for City plans and projects. The City does not have the capacity to prepare in-house. We do not expect any unusual circumstances related to CEQA.

3. City management of Parks Master Plan?

Response: The Master Plan process will be led by the Parks and Recreation Director with support from the Recreation Manager and Public Works Superintendent. The City has retained a Planning Consultant to assist with project management and act as an extension of City staff. We will coordinate with other departments as needed for review and input throughout the process.

4. Recreation programs? How in depth should the consultant assume to address recreation programming in these spaces?

Response: Existing and proposed park and public spaces should be evaluated at a high level to determine if existing and projected parks programming needs can be accommodated. Areas to study include square footage areas needed by event types and if any new structure or large equipment is needed to accommodate events (stages, sound equipment, lighting, etc).

5. How in depth and to what level of detail should the selected consultant assess existing facilities, restrooms, buildings, etc?

Response: Facilities to be evaluated shall include: Adult Community Center, Youth Center, Kiwanis Building, and Laureola Park Building. All park restrooms were recently updated and do not need to be evaluated. Evaluation should include the useful life of the building, any major improvements/repairs needed, an assessment of programable space, the variety of spaces available, and if the facility spaces meet the projected needs of the community.

6. Will the City be able to provide the GIS maps for the Parks and Recreation General Plan Element Update?

Response: Yes, the City will provide the General Plan GIS layer for the General Plan Parks and Recreation Element update.

7. Does the City want a statistically valid survey prepared?

Response: This is not required, but the consultant should take adequate measures to reach all segments of the community.

8. Does the proposed budget include optional Task 14 Community Center Schematics and Concepts, or would that be a separate fee?

Response: Please include the fee for Task 14 as an "Optional Task". It is likely this task may be awarded at a later date.

9. Do you want the Fee Proposal included in the main proposal or submitted separately?

Response: Please submit proposal and fee proposal in one (1) complete email, but as two separate attachments so it is helpful to split into the exhibits.

Interview Update:

The City plans to interview the top firms **in person** on Wednesday, May 1 and Thursday, May 2 at San Carlos City Hall, 600 Elm Street, San Carlos.

Contract Award:

Award of contract is currently scheduled for the May 13, 2024 City Council meeting.