

December 23, 2019

Addendum #1: Recreational Needs Assessment RFP questions:

RE: The following questions were submitted to the City of Leavenworth for clarification of the Recreational Needs Assessment RFP.

1. What is the anticipated budget for this work?
At this time \$15,000 has been allocated to complete this study.

2. Do you already have or are you looking for the project to provide:
 - a. Potential capital and operating costs for different options and
 - b. Potential revenues from different sources?

The scope of this project does not include the development of estimated capital or operating costs for the projects identified or potential revenue sources. Item 4.e Does request the consultant to present an approach to identify the available funding that exists to address the identified prevalent need within the PRSA area.

3. Is there a map of the existing PRSA boundaries?
Yes, map included as attachment.

4. Will the 2011 survey data be made available to the consultant team?
Yes. That information is available on the City of Leavenworth Web Site Appendix G of the Comprehensive Plan. <https://cityofleavenworth.com/col-assets/uploads/2018/12/2017-Comp-Plan-Appendices-12.13.18.pdf>

5. Is the mail-in/phone survey a priority and if so, does it need to be statistically valid?
All surveys should be statistically valid.

6. Is the 6 page limit only for the response to item 4 of the RFP?
Item 4 has a 6 page limit.

7. Is there an overall page limit for the proposal?
No

8. What is the approximate level of Internet access for the target population?

While Chelan County has a high percentage of the population with internet access there are certain areas within the PRSA that are remote and without internet access. The population centers in and near Leavenworth and in and near Peshastin have full internet coverage.

9. When referring to "Strong knowledge & insight with existing community data and needs Assessments and Demonstrated ability to access, analyze, and interpret publicly available datasets," what level of access will be available to the existing data sets?

All city data that does not contain personal data will be made available to the consultant. Consultant will need to contact other agencies and organizations within the area to assess the sources of available data that may be available.

10. Which is more important: "purpose of this project is to determine the resources and prioritize the needs of the community concerning parks, recreation, and community facilities with a ten to fifteen year outlook (pg. 3 of RFP) or "The goal of this project is to educate the public about the PRSA research, available funding sources to implement recreation projects (pg. 4 of RFP)." MLL can do both but clarification about this would be welcome.

The stated goal of the project is to identify and prioritize the recreational needs of the community concerning parks, recreation, and community facilities. A secondary goal would be to educate the public on the role of the PRSA as part of the community needs assessment.

11. Would it be acceptable if MLL provides a fixed cost as a "turnkey" cost of the project without specific hours and hourly rates?

The preference is for breakout of tasks and associated costs, rates, indirect costs, estimated number of hours, etc.

12. Would it be acceptable if MLL provides a "mixed-method" data collection approach including both mailings (US Mail) and Internet-based data collection but without using phone?

The data collection methodology must be statistically valid, a mixed method approach is acceptable as long as results are statically valid.

13. Is there a budget or budget range you can share for the project? It would be helpful, so we can offer realistic options for community engagement.

At this time \$15,000 has been allocated to complete this study.

14. What is driving the project timeframe, which is roughly March to end of June?

The PRSA enacting legislation and Memo of Understanding with Chelan County is set to expire in 2021. At that time the PRSA can be reestablished with a vote of the people. Initially the PRSA was established to build and maintain the outdoor pool located in Leavenworth. The findings of this assessment will help determine what question will be put in front of the voters in the near future and what the role of the PRSA will be moving forward.

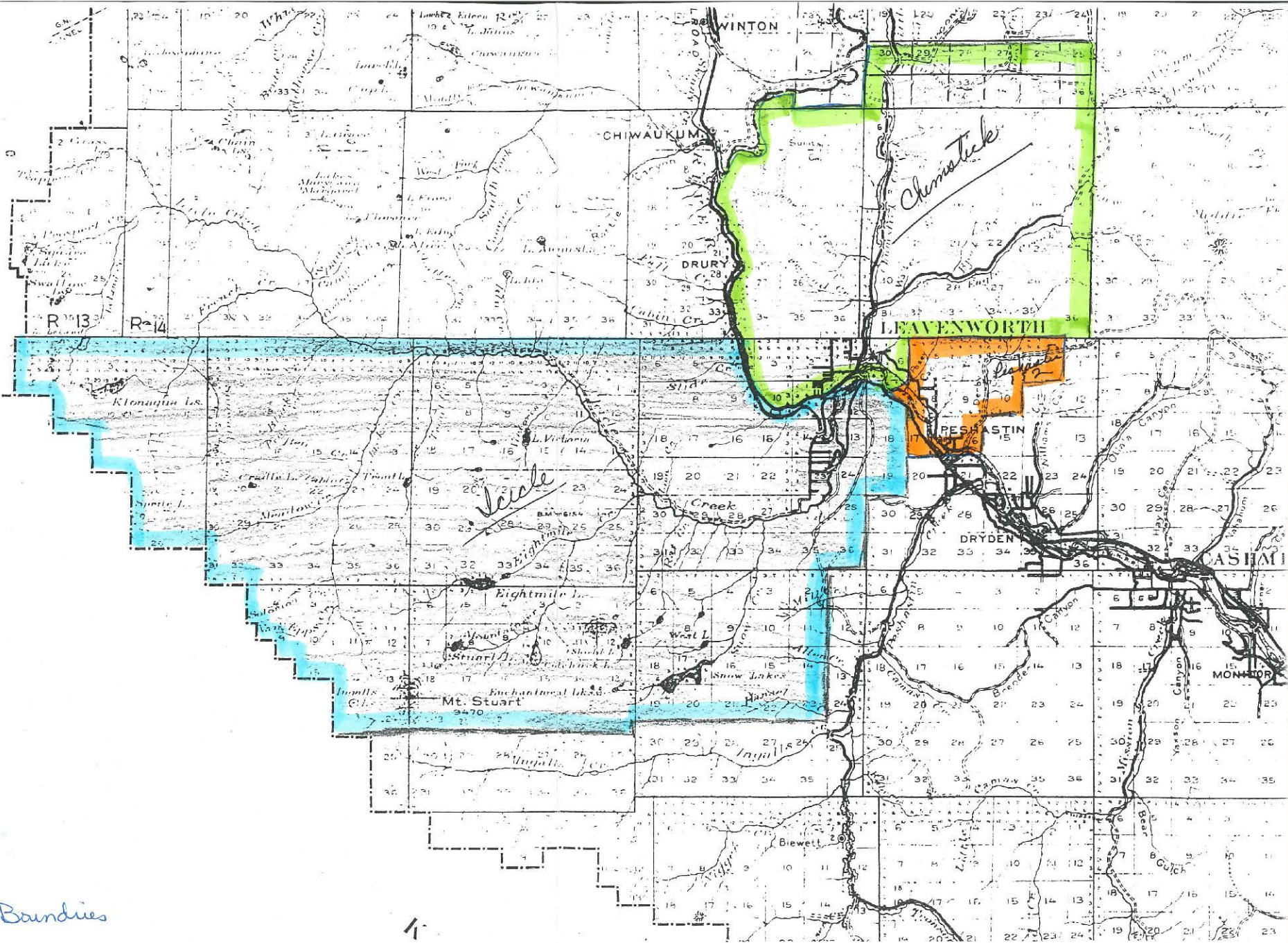
15. As I read it, this is not a full blown parks and rec plan or intended to replace the City's 2011 Parks and Rec Plan or the County's Comp Plan element. Can you confirm?

This is not a full park and rec plan nor intended to replace the City's 2011 parks plan. The greater community which is covered by the PRSA has expressed a number of ideas/wants of different recreational needs. The Needs Assessment is an effort to identify the priority and perhaps provide definition to preferred projects.

Appreciate those that have taken the time to read the RFP and submitted questions. – J. Walinski.

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KING COUNTY



PRSA Boundaries

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