

Open Space and Parks Activation Plan
RFQ #2024-20-03

Addendum No. 1

DDD received the following questions regarding this procurement. Please see answers below.

1. Proposal Form requests a Monthly Base Price. When will the contract be initiated so that we can divide the total fee by the number of months? Or shall we give a monthly base price for a stipulated number of months? **DDD anticipates the contract to be awarded in March with a December 31, 2024 completion date (10 months). Note: the project will ultimately be contracted on a lump sum basis for the total amount.**
2. Will the selected consultant be provided copies of the plans expected to be included under “Existing Plan Review,” i.e.- Citywide Parks and Recreation Plan that is not published/completed? **DDD will provide plans from respective agencies as made available by those agencies.**
3. How many project 1-pagers are expected to be included in the Implementation Programs and Project Report? **The 1-pagers are essentially the recommendations section of the plan. Ideally, there will be a 1-pager for each public space with specific projects broken down by cost. At this time, DDD anticipates up to ten 1-pagers – however, the final number will be determined by the public space inventory, public feedback, stakeholder engagement, and consultant expertise.**
4. Will the DDD provide the brand guidelines, or is the consultant expected to develop them? Page 22 states that any proposed branding must ‘be consistent with the DDD brand guidelines,’ but “branding guidelines and logo” are listed as a deliverables under **V. Final Report and Branding**. **The consultant is expected to present DDD with plan document brand colors, font, and unique plan logo using the DDD organizational brand guidelines as a guide. The DDD brand guidelines include a wide color palette and several fonts to choose from.**