



Solicitation Information

February 1, 2017

Addendum #1

RFP#7551295

TITLE: RI State Parks Organizational Mgmt. & Operations Study

Submission Deadline: February 9, 2017 at 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

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CHIEF BUYER

RFP# 7551295

Title: Rhode Island State Parks Organizational Management and Operations Study

Deadline: 2/9/2017

Questions on Scope of Services:

- What extent of information does DEM staff have available (e.g., campground reservation totals, visitation, financials, agreements with contractors, etc.)?

The information the Department can provide includes:

- a. Campground reservation totals
 - b. Visitation by facility
 - c. Financials for the whole system (we do not have data by facility)
 - d. Agreements with contractors
 - e. Payments to service (plumbers, landscapers, electricians, tree removal, etc).
- The RFP states on Page 6, “An overview of each facility to be assessed...” – what kind of assessment is expected? Infrastructure focus or visitation/opportunity related?

We are looking for a general assessment of the major amenities and assets at each facility. DEM, working with the State Department of Administration, is in the process of conducting a detailed analysis of the buildings located in each facility.

- The RFP states on Page 6 in the first bullet that a facility list is provided below, but none seems to be included. Can this be provided? **See attached.**
- Has DEM staff already identified what their core services are, or is this something they want to refine as part of this planning process? **We would like to refine core services as part of the process**
- Are there specific industry standards DEM would like the consulting team to use, or can this be determined based upon project need? **This can be determined based on the project need.**
- Does DEM staff expect a full staffing plan under three scenarios (i.e., all state FTE, partial state FTE/Contractors, etc.)? Is DEM expecting Knowledge, Skills, & Abilities (KSAs) by each state position? **Yes, we would like a full staffing plan under three scenarios; we are expecting KSA’s by each class of position (i.e. one class would include laborers, maintenance technicians, another would include park, assistant regional and regional managers)**
- To what degree do you expect the consultant to “explore opportunities to expand services?” Does this simply mean identifying areas of opportunity, or developing detailed plans for new services? **We would like the consultant to identify areas of opportunity**

Questions on Deliverables:

- Please clarify the expectation for a dashboard as referenced on page 7 item 1d. **A dashboard would be a visual representation of the progress in meeting key metrics (chart, graph, etc.), which may or may not be appropriate for all metrics**

Questions on Section 4: Technical Proposal

- With the large amount of content requested in a six-page limit, what may be included in the proposal appendix? Or can the six-page limit be increased? **The six pages should include a general discussion with supporting documentation in an appendix.**
 - a. Relevant Experience: Can we refer to an appendix of projects since our experience listing will exceed the 6 pages? **Yes.** A “comprehensive listing” is requested.
 - b. Org and Staffing: May resumes be included in the appendix? **Yes**
 - c. Project Work Plan: The proposal asks for a detailed project plan with alternatives. May this be an appendix? **Yes**
 - d. Would the detailed budget be EXCLUDED from the Technical Proposal and included in Sealed Cost Proposal to save space and be in compliance? **Yes, cost proposals MUST be kept separate from the technical proposal. The Division of Purchases will hold the cost proposals until a DEM committee has completed and submitted its Technical Review.**

Rhode Island State Park Facilities by Region

Region 1

Pulaski State Park, George Washington Campground, Lincoln Woods State Park, Blackstone Valley Bikeway, 295 Visitor Center, and numerous roadside areas

Region 2

Colt State Park, East Bay Bike Path, Haines Memorial State Park, Veterans Parkway, George Redman Bridge

Region 3

Beavertail State Park, Fort Wetherill State Park, Goddard Memorial State Park, John H. Chaffee Reserve, Goddard State Park Golf Course, Rocky Point State Park, Trestle Trail Bike Path and numerous roadside areas

Region 4

Fishermen's Memorial Campground, Scarborough State Beach (North and South), Roger Wheeler State Beach, Salty Brine State Beach, East Matunuck State Beach

Region 5

Burlingame State Park, Burlingame State Campground, Charlestown Breachway, East Beach, Misquamicut State Beach

Region 6

Fort Adams State Park, Brenton Point State Park, Purgatory Chasm, Black Regiment Monument, Gull Cove, Lehigh High Grove