



State of Rhode Island
Department of Administration / Division of Purchases
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September 26, 2017

ADDENDUM # 1

RFP: 7575488

Title: Statewide Comprehensive Outdoor Recreation Plan 2019-2024

Bid Closing Date & Time: Submission Deadline: 12/28/17 at 11am (Eastern Standard Time)

Notice to Vendors:

Bid closing date has been revise to Thursday 1/4/2018 at 12:00PM

Listed below is answers to all received questions

**Kathy Missell
Chief Buyer**

Answers to questions:

1. Please confirm the RFP number, which is listed as 7575488 and 7554556 in different sections of the RFP.
 - a. **The RFP number is 7575488**
2. Please confirm whether this project can be milestone or task-based billing with a total-project firm-and-fixed (lump-sum) price.
 - a. **This project will be reimbursed as a lump-sum. We will not be doing milestone reimbursements.**
3. Please confirm the approximate budget for this project as discussed during the prebid meeting.
 - a. **The budget is approximately \$90,000 with \$65,000 from LWCF and \$20,000 from the state**

4. Who will be on the SCORP Working Group and the separate SCORP Advisory Committee? How do you see the review process working? What steps do you envision in adoption by the State Planning Council? Is adoption by the State Planning Council intended to be part of the scope of work?

- a. **SCORP Working Group: 4-6 representatives from DEM and DOA Division of Planning (DOP). SCORP Advisory Committee: we are in the processing of assembling this group. It is anticipated to be approximately 15 people representing various recreation stakeholders including town planners, town recreation directors, RIDOH, RI APA, environmental and private sector stakeholders, RI Bicycle Coalition, etc.**

The review process:

The working group will meet with the consultant regularly to guide the project, troubleshoot, and provide feedback. Working drafts of chapters of the SCORP will be presented regularly to the Advisory Committee for feedback and input.

DOA Division of Planning will keep the State Planning Council informed about progress on the SCORP and will provide an initial technical draft to them for review. It will be the responsibility of the consultant to provide DOP any necessary materials about major tasks completed and to incorporate any comments/suggestions from the State Planning Council into the initial technical draft during this time.

5. Please provide an example of a "RI State Parks Organizational Management and Operations Study" or an explanation of what this would include.

- a. **The Rhode Island State Parks Organizational Management and Operations Study is currently underway. The RFP (# 7551295) states:**

The project goal is to conduct an analysis that identifies adequate levels of service and staffing required to provide high quality facilities and year-round outdoor experiences for visitors to Rhode Island state parks. The analysis will identify resources needed to meet core services as well as opportunities to attract more visitors and events.

Consultant will work with DEM staff to:

- **Review current operations and maintenance conditions in the Rhode Island State Parks system**
- **Review existing organizational structure, services, staffing levels and administrative guidelines and procedures**
- **Using professional industry standards, work with Department managers to determine preferred levels of service for grounds maintenance, landscaping and arboricultural features, programming and security for each facility based on facility type, usage, amenities, customer expectations**
- **Conduct a gap analysis to identify sufficient staffing levels, skills and knowledge needed to meet levels of service, including alternatives to utilizing seasonal workers or adding full-time state employees**
- **Identify opportunities to improve productivity and efficiencies of operations (consolidation, divestiture, outsourcing, staff training, standardize work, etc.)**

- **Explore opportunities to expand programs and services that would increase visitation to state parks**
6. A draft SCORP is due to the National Park Service (NPS) by December 2018, what is their expected process for approval? Is the draft SCORP for review by NPS the same deliverable as the “final report to DEM” (third to last bulleted item on page 8)? Is response to NPS comments intended to be part of the RFP scope?
- a. **The same preliminary technical draft that is provided to the State Planning Council will also be sent to NPS for comments and suggested revisions (due date is December, 2018). It will be the responsibility of the consultant to incorporate any comments/suggestions from the NPS into the initial technical draft. Once these revisions have been completed and reviewed by the Advisory Committee, the consultant’s role is finished.**

Once NPS has provided comments and any revisions have been made, DOA Division of Planning will send the “final report to DEM” to the State Planning Council for public hearing. formal consideration as a State Guide Plan. Adoption by the State Planning Council is the responsibility of the Division of Planning and will not be part of the scope of work.

7. Page 8 requests a “portable slide deck” as a deliverable, what do you have in mind for this? Could this be a thumb-drive with a PowerPoint saved on it?
- a. **Yes, a the portable slide deck is a powerpoint on a thumb drive.**
8. Will Purchases and DEM select a vendor using the rating system discussed in the RFP or will selection default to price-alone selection as discussed on page 14?
- a. **It is anticipated that we will use the rating system discussed in the RFP.**
9. Regarding the scoring criteria on page 10, please confirm the 55-point minimum on technical proposals and the 75-point maximum. Available points appear to be 70 in total.
- a. **There is a typo in the RFP. The “Project Approach” point total should be 55, not 50.**
10. ISBE rate sheets (page 16 of the RFP), which are to be completed individually for each ISBE firm, include a field for rates by vendor, but there is no field to provide an aggregate rate for the overall group of ISBE vendors, how should we submit an aggregate rate in order to comply with item A(2) on page 15 of the RFP?
- a. **Kathy to answer**
11. Can you provide the level of detail expected for public involvement in this plan that will be over and above the committee(s) involvement?
- a. **See page 7 of the RFP, section 2, which fully outlines public participation expectations.**

12. Can you provide the project budget? Please include all sources of funding, both LWCF and state match.
 - a. **See answer to question #3 above.**

13. What civil engineering support is expected to be needed for this project?
 - a. **No civil engineering support is expected to be needed for this project.**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.