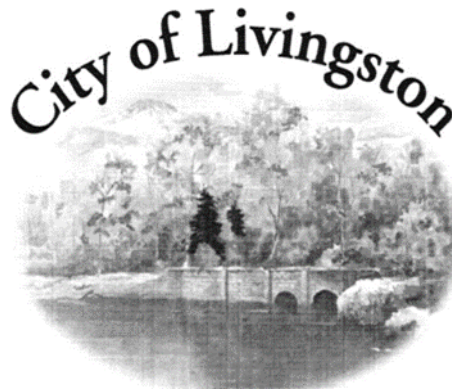


**City Manager**  
Grant Gager

220 E Park Street  
(406) 823-6000 phone

citymanager@livingstonmontana.org  
www.livingstonmontana.org



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**Chair**  
Karrie Kahle

**Vice Chair**  
Melissa Nootz

**Commissioners**  
Quentin Schwarz  
Torrey Lyons  
James Willich

## **PARKS MASTER PLAN RFP ADDENDUM #1**

This Addendum #1 to the City of Livingston's Parks Master Plan RFP provides answers to questions submitted by holders of the RFP on or before May 15, 2024.

**Q1:** Is the proposed scope and the elements requested set in stone, or can we propose a scope with a slightly different approach that will fit within the budget you have?

**A1:** The scope and the elements we requested in the RFP are certainly not set in stone, and we are open to different approaches as long as we reach the same end goal. To save on cost, a statistically valid survey does not need to be included in the proposal.

**Q2:** Proposal Submission – Do we have to submit paper copies or would only an email of the electronic file be sufficient? The RFP addresses sending a submission multiple ways but then it says if electronic method is utilized then one pdf file is appropriate, even though earlier in the paragraph it says to submit an original plus 5 copies. Just want to confirm if you are looking for BOTH paper and electronic submissions or if only an electronic would work.

**A2:** We are looking for either a physical submission or an electronic one. You are not required to do both. We would actually prefer an electronic submission.

**Q3:** Does the City have a schedule in mind or a specific completion date for the master plan that they want to make sure this study is completed before?

**A3:** Ideally, we would like the Parks Master Plan process to be completed within 6 months of the contract being awarded. So, if we award the contract in June, we would like to have the plan completed by December. We are open to adjusted timelines though.

**Q4:** Is there additional funding available for the study beyond the \$50,000 budget?

**A4:** The city has currently only budgeted \$50,000 for the completion of the Parks Master Plan.

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**Q5:** The list of scope items is extensive and thorough; however, fully following the scope would exceed the budget amount set by the City. We will have a list of Exceptions/Exclusions from the RFP. If the full scope listed cannot be completed within the budget, does the City have a “must have list” or items that they specifically want as a priority for the study? This will help frame our team and approach.

- a. For example, is evaluation of the park system, concept plans of the parks, and identifying gaps in the system the most important item. Or is it more important to evaluate operations, management, budget, programming, and demographics?

**A5:** The scope and elements we requested in the RFP are not set in stone, and we are open to different approaches as long as we reach the same end goal. The city is also willing to prioritize certain aspects over others. For instance, the parks list in the RFP is ordered in terms of effort needed, with 1 being the most effort and 15 being the least effort.

**Q6:** Is the City able to hold and conduct virtual meetings if the design team is not local?

**A6:** We are able and willing to conduct virtual meetings. However, some aspects, such as the public workshop and focus groups, would need to be done in person.