

EL SEGUNDO RECREATION & PARKS

NEEDS ASSESSMENT RFP

RESPONSES TO QUESTIONS

(RFP 20-05)

Question: Is there a defined project budget or budget allocation for this project?

Answer: We did not include a budget/fee range in the RFP because we are open to considering different approaches to meeting our objectives. The City Council has currently allocated \$50,000 for the Needs Assessment. You do not need to limit your proposal to \$50,000.

Question: The RFP notes a project start date of April. Is there an intended completion date?

Answer: Summer 2021

Question: I would like to clarify if the City would be open to accepting a proposal for the needs assessment as suggested in the name of the RFP. The completed results of the needs assessment can then be used to develop a plan.

Answer: Per the Scope of Services outlined in the RFP, analysis and recommendations are requested and required for this project. "Analyze all information gained from the previous tasks and synthesize into a comprehensive report. Develop short (5+ years), medium (10-15 years), and long-term (20 years) project and program goals."

Question: Does the Needs Assessment need to be statistically valid?

Answer: Although we are open to different approaches to meeting our objectives, data should be accurate, reliable, and relevant.

Question: Do you expect public surveys to be completed and if so, would these be random statistically correct surveys or open to anyone to take the surveys?

Answer: We do expect public surveys to be completed. We prefer a combination of random statistically correct and open surveys.

Question: Should ADA be included in the Needs Assessment?

Answer: Per the Scope of Services, “Additionally, the plan should address ADA accessibility with estimated costs and a priority list for improvements as well as detailed descriptions of recommended capital improvements and associated cost estimates. Where applicable, the plan should also include estimates of significant ongoing maintenance costs necessitated by the recommended capital improvements. While all assets should be addressed, additional attention and detail should be given to Recreation Park which has a high density of both recreational assets and opportunities.”

Question: Has a citywide ADA transition plan been done in the past and did it include any park and recreation facility surveys? If so, do you expect a CASp certified ADA consultant or can our own staff conduct these surveys?

Answer: The City has ADA reports for the Parks facilities. Further, we do not expect/need any CASp certified ADA consultant to conduct any survey at this time.

Question: If CEQA review is required, will the City lead that effort or prepare CEQA materials?

Answer: Yes

Question: Given COVID-19, do you anticipate public engagement to be virtual for some/most of the project?

Answer: Yes

Question: Is there a page limit to consider for proposals?

Answer: No

Question: (Name of Firm) is committed to reducing waste and paper printing and would like permission to deliver the proposal electronically as a PDF file. The RFP states that one electronic file is required. How do you want that to be delivered to you?

Answer: We do need the following materials submitted as outlined in RFP 20-05. The electronic file should be sent on a flash drive with the hard copies.

Six (6) hard copies and one (1) electronic copy of the sealed proposal are due to the City Clerk by:

11:00 a.m. PST, January 21, 2021

City of El Segundo
350 Main Street Room No.5 (City Clerk's Office)
El Segundo, CA 90245

Question: Assuming UPS will be able to deliver to this address. Please let me know if there could be a problem with UPS.

Answer: It should not be a problem to use UPS for delivery, but you are responsible for tracking the proposal to ensure it is delivered to the City Clerk's Office.