



**Camp Colley Maintenance and Operation
Request for Proposals**

SOLICITATION ADDENDUM #1

Solicitation Number: PKS-RFP24-CC Addendum #1

Solicitation Due Date: September 26, 2023 @ 12:00 p.m. Local Time

**CITY OF PHOENIX
Parks and Recreation
Department
Phone: (602) 262-6862
Procurement Officer:
Isis Sanchez**

QUESTIONS:

QUESTION #1	How many bunks are there in the basement?
ANSWER #1	There are 12 bunks in the basement.
QUESTION #2	When will a decision be made on selecting a vendor?
ANSWER #2	There is no set timeline for the selection of the proposal. An Evaluation Committee will review proposals received and make a recommendation to the Phoenix Parks Board.
QUESTION #3	What are the City of Phoenix policies relating to Firearms at the site either for Instruction based activities or for personal possession??
ANSWER #3	<i>To be determined during contract negotiations.</i>
QUESTION #4	What is the capacity of the dining hall?
ANSWER #4	Dining Hall – 1,500 square feet; accommodates 70-100 people
QUESTION #5	Are we allowed to connect with foundations regarding potential support?
ANSWER #5	Yes, proposers may connect with additional organizations for support efforts.
QUESTION #6	When was the camp last used?



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ANSWER #6	Summer of 2021; Season cut short due to Fire Restrictions.
QUESTION #7	Do the items left in the kitchen come with the camp for use?
ANSWER #7	Yes, items left in the kitchen, such as pots, pans, plates, silverware, cups, etc. are all available to the operator. There is an inventory of these items that will be completed with the operator and the City before and after each season.
QUESTION #8	Do you allow for trailers to be on the property for dry camp?
ANSWER #8	<i>To be determined during contract negotiations. May be considered on a case-by-case basis for staff housing. Not intended to be a campground rental facility.</i>
QUESTION #9	Will you allow the awarded vendor to add to the camp? Example: temporary structures or permitted structures
ANSWER #9	<i>To be determined during contract negotiations.</i>
QUESTION #10	Is there an archery range?
ANSWER #10	There is an open field area used for archery, and some entry level archery equipment available for camper use.
QUESTION #11	Who sets up the remote tent site? And can the tents stay up all summer?
ANSWER #11	The remote camp tents have previously been set up by city staff and camp operator staff together. The camps generally stay up throughout the summer season and are taken down at the close of the camp season/remote camp tent use. Tents that need to be repaired are brought back down to Phoenix for service and repair.



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QUESTION #12	Will there be city staff onsite when activities are going on?
ANSWER #12	Most of the time, there will be a staff member present. Contact information for several staff members will be available to camp operators to report any emergencies.
QUESTION #13	How often does city staff visit?
ANSWER #13	<i>See Answer to Question #12</i>
QUESTION #14	About how many youth have been at camp at one time?
ANSWER #14	It varies however, approximately 80.
QUESTION #15	Is the facility all electric or gas?
ANSWER #15	The facility is completely off-grid with a solar system that powers the electric needs of the camp. There is a propane generator that serves as a back up to the solar system to ensure that power is available.
QUESTION #16	Does the city provide propane or refill the propane tank?
ANSWER #16	The city will have the propane tanks full when the camp operator commences service. The camp operator will be required to fill tanks as needed during their operational time – and when the season concludes, the tanks should be filled and returned to the city full – the same way they were received.
QUESTION #17	How long has the solar panels been out there and who maintains them?



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ANSWER #17	The city maintains the solar panels (part of facility infrastructure); original solar panels installed in 2006-2007 with additional/upgraded panels and storage batteries installed in 2019.
QUESTION #18	Will the city help the awarded vendor with maintenance or allow the vendor to have a partnership for maintenance?
ANSWER #18	Infrastructure related maintenance (such as plumbing, electrical, etc.) is the responsibility of the city. Daily maintenance, such as emptying trash receptacles, cleaning all facilities (bath house, toilets, kitchen, dining room, grounds) will be the responsibility of the operator.
QUESTION #19	Is there any equipment or someone available to maintain horse arena area?
ANSWER #19	Horse arena area maintenance will be the responsibility of the operator including manure removal. The city will not provide equipment for this activity, however the operator may choose to provide equipment for this.
QUESTION # 20	Are any of the stalls in the barn available to be used for horses?
ANSWER #20	Currently, the barn has been repurposed as a secured storage area for various equipment and tools, as well as home to the battery room for the solar system. The camp operator will be able to provide temporary shelter accommodations (stalls and shade/cover, isolation pen in a location away from general equine population) at their own expense. The city will work with the operator to identify the placement of such temporary structures.
QUESTION #21	Is a commitment letter included in the 15-page limit for proposal?
ANSWER #21	No
QUESTION #22	ACA requirement on staff counts will decrease capacity, does this matter?
ANSWER #22	The operator does not have to follow all ACA requirements however, proposers who follow the guideline more closely will be given priority. The City would like to see an adequate staff to camper ratio and the safety of the campers.



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QUESTION #23	Will the city be willing to evaluate and make repairs to the canoes, bikes & challenge course elements if needed since they haven't been used in several years?
ANSWER #23	Yes, the city can make necessary repairs of this equipment and these amenities to provide them to the operator in a serviceable condition.
QUESTION #24	Is there any change that city staff would be available for programming needs?
ANSWER #24	All programming activities will be the responsibility of the operator.
QUESTION #25	Is there a kitchen tent for the remote tent area?
ANSWER #25	Currently, there is no a kitchen tent available in the remote tent area, cooking and grilling activities were done outside of the tents.
QUESTION #26	Is RV hook up available for use by operator?
ANSWER #26	There is a RV hook up available for operator use.
QUESTION #27	Does the generator run every night?
ANSWER #27	The generator only runs as needed. If camp activities on any given day drain the solar battery reserves throughout the day, the generator will kick on as needed, which could be any time.
QUESTION #28	How many cots are there in total for remote camp?



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ANSWER #28	101 cots are available for use
QUESTION #29	Is the fireplace functional in the dining hall?
ANSWER #29	The fireplace in the dining hall is currently not functional and would require repairs prior to use.
QUESTION #30	What is capacity for each tent?
ANSWER #30	10 campers per tent
QUESTION #31	Is there a food vendor that delivers to the camp?
ANSWER #31	In the past, local companies have delivered food to previous camp operations. However, this will be the responsibility of the operator to identify and partner with.
QUESTION #32	When was the camp built?
ANSWER #32	Main camp structures/facilities were built in 2006-2007.
QUESTION #33	Who maintains and fixes the road into camp?
ANSWER #33	The city repairs and maintains the road. Heavy road maintenance is usually completed in spring when the weather conditions improve, the snow has melted, and heavy equipment can be delivered to camp and utilized for road maintenance and several other camp maintenance activities.



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QUESTION #34	Is RV hookup 100amp?
ANSWER #34	There are two 20amp and two 30amp hookups.
QUESTION #35	Can the operator bring in a tractor to use to move hay?
ANSWER #35	Yes, the operator may provide their own equipment/tractor to move hay or other material. They can also provide a golf cart or Gator-type vehicle; the Gator on property owned by the City will not be available to the operator.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____