



City of Phoenix
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT
200 W. Washington Street, 5th Floor
Phoenix, Arizona 85003-1611

**PARKS AND RECREATION DEPARTMENT
PARKS MASTER PLAN**

PLANNING SERVICES

PA75200657

NOTIFICATION LETTER NO. 1

November 20, 2023

This notification letter shall become part of the Request for Qualifications for the above referenced project.

Submittal of Statement of Qualifications:

Due to technical issues with the ProcurePHX RFx system, submittal of Statement of Qualifications (SOQ) for the Parks Master Plan are to be emailed to bobbie.hobart@phoenix.gov by 12:00 noon, Phoenix time (Arizona time), on Wednesday, November 22, 2023.

Any SOQ received after 12:00 noon, Phoenix time, on November 22, 2023, will be disqualified.

QUESTIONS AND ANSWERS:

1. What does "One-page resume" mean in the information that doesn't count? Bullet point said resumes will count toward the page limit. Will they or won't they count towards the page count.

Answer: The PowerPoint referring to one-page resumes to not count is incorrect. The RFQ states "Resumes and other information may be included (*content shall be included within the permitted maximum page limit*)."

2. Are the preserves going to be included in this?

Answer: No, they will not be included.

3. For section "D. Master Plan Policy Document Development Experience of Key Personnel and Subconsultants" the text states "Describe the experience and qualifications of the project team expected to be assigned to this project in providing Master Plan policy document development services for similar projects." Can you provide clarification on what type of Master Plan policy document development experience the City of Phoenix is seeking for this project so we can provide more specific context on our policy document development experience?

Answer: The City is seeking a consultant(s) experienced in drafting and finalizing a comprehensive master plan in collaboration with City leadership, stakeholders, and using collected community engagement data. The consultant should have experience creating a master plan with clear, concise, and achievable goals which includes:

- Updated Vision and Mission Statements for the Parks and Recreation Department
- Strategic Action Plan including strategies, priorities, and timelines
- Level of Service Analysis
- Geographical Mapping with service area
- Capital Improvement Plan recommendations
- Funding and Revenue Strategies

4. Would the City take into consideration the holiday and extend the submission date after Thanksgiving?

Answer: No. November 22nd is a firm submission date.

All other terms and conditions remain unchanged.

Attachments:

Parks and Recreation Master Plan Park List:

Park Assessments for CPTED & Water Conservation Strategies – one page



Bobbie Hobart

Contracts Specialist I

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CITY OF PHOENIX

DESIGN AND CONSTRUCTION PROCUREMENT

*****END OF NOTIFICATION*****

Parks and Recreation Master Plan | Park Assessments for CPTED & Water Conservation Strategies

City of Phoenix Park*	Crime Prevention Through Environmental Design	Water Conservation Strategies	Park Acres	Park Type
Deer Valley	X	X	52	Regional
Conocido		X	28	Community
Paseo Highlands		X	37	Regional
Cortez	X		31	Community
Telephone Pioneer Park	X		7	Neighborhood
Paradise Valley	X	X	79	Regional
Sereno		X	38	Community
Mountain View	X	X	36	Community
Roadrunner	X	X	36	Community
Cave Creek Park System: Cactus, Cholla, Sweetwater, Thunderbird & Sandlilly	X	X	varies	varies
Moon Valley		X	28	Community
Norton	X		8	Neighborhood
Palma	X		8	Neighborhood
Sunnyslope	X		4	Neighborhood
Madison	X	X	20	Community
Sueno	X	X	38	Community
Steele Indian School		X	72	Regional
Cielito	X		43	Community
Coronado	X		10	Community
Falcon	X		15	Community
El Oso	X		32	Community
Homestead	X		5	Neighborhood
La Pradera	X		37	Regional
Maryvale	X		13	Community
Solano	X		10	Neighborhood
Washington	X		54	Regional
Desert Foothills		X	46	Community
Granada Park		X	50	Community
Mountain Vista		X	43	Community
Old Cross Cut Canal		X	25	Linear
Pecos		X	67	Regional
Sun Ray	X		18	Community
Cesar Chavez	X	X	182	Regional
University	X	X	8	Neighborhood
El Reposo	X	X	23	Community
Lindo	X	X	21	Community
Hermoso	X		26	Community
Hilaria Rodriguez	X		1	Pocket
Pierce	X		19	Community

Updated 11/13/23

29 total

21 total

*parks are subject to change