

Request for Proposals (RFP) for Conway Sports & Recreation Complex Master Plan

Addendum #1

January 4, 2024

QUESTION #1: Per the RFP, questions were due on December 3, 2023. Was this meant to be Wednesday, January 3rd? I wanted to see if there was an addendum out that answers any previous questions.

RESPONSE #1: This was a typo – the deadline for questions was January 3, 2024. This is the first addendum.

QUESTION #2: Is there a desired page limit for this proposal?

QUESTION #2: No.

QUESTION #3: What is your anticipated budget for this project?

RESPONSE #3: Approximately \$50,000.

QUESTION #4: The RFP title says that this for the Conway Sports & Recreation Complex Master Plan. The scope of services requested appears to be for a thorough review of the existing City's park operations, parks, programs and facilities as a whole and to prepare Master Plan. Is this a system-wide park master plan?

RESPONSE #4: It is a system-wide park master plan.

QUESTION #5: Does this City of Conway have a detailed park inventory that will be utilized for this master plan or will this need to be included into the scope of services.

RESPONSE #5: Please include in scope of services.

QUESTION #6: What level of public engagement should be anticipated for this project?

RESPONSE #6: 1 public meeting, 1-2 focus group meetings (in-person or via zoom), an on-line survey, and comment boards located in the existing Sports & Fitness Center.