

Request for Qualifications (RFQ) for Design Professionals for City of Conway Parks Master Plan

Addendum #1

May 13, 2024

QUESTION #1: Are there any requirements, perhaps related to the grant, that would necessitate a shorter timeframe than 6 months?

RESPONSE #1: No.

QUESTION #2: How many public workshops or public meetings is the City anticipating?

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

QUESTION #3: For public workshops, based on past experience, about how many citizens would you anticipate attending?

RESPONSE #3: In previous similar public workshops, approximately 10-50 citizens were in attendance.

QUESTION #4: Does the scope of work include the evaluation of existing park buildings or other structures?

RESPONSE #4: Yes, but much of this work has already been completed, and City staff is available to assist in further required evaluations.

QUESTION #5: What is the total number of parks and major structures being included for inventory? For instance, a helpful answer might be something like: 13 city parks, the sports and fitness center, the amphitheater, and the senior center. Or a list of the parks and facilities would also be helpful.

RESPONSE #5: Billy Gardner Recreation Complex including the Sports & Fitness Center and Senior Center, Collins Park, Conway Dog Park, Crabtree Greenway, Garden Walk, Kingston Park, Teal Alley, Robert Mills Garden, Scarborough Alley, Sherwood Park, Smith Jones Park, Waccamaw River Park, Riverfront Park including Marina, and Riverwalk. Several new future parks are also in the planning stages, including Town Green, Chestnut Bay, Hawthorne Park, McKeithan Park, Santee Cooper properties, Gardenwalk extension, and New Road Park.

QUESTION #6: How many parks or recreation assets outside of the City's jurisdiction that serve residents and should be considered when benchmarking?

RESPONSE #6: Waccamaw National Wildlife Refuge, Coastal Carolina University, and Horry County parks including Sandridge Park

QUESTION #7: What are the expectations for the date of the completion of the plan? i.e.- is there a pre-determined adoption date in mind?

RESPONSE #7: The goal is an adoption date of Spring 2025.

QUESTION #8: To what extent is branding and signage being considered in the plan? Is the City looking for a branding/signage package in addition to the system plan?

RESPONSE #8: The City has an existing brand and signage package. We would like the chosen firm to help better incorporate both our branding package and City image throughout its parks.

QUESTION #9: What reporting obligations (and how often) will be required of the selected consultant related to SC PARD and/or other outside funding sources?

RESPONSE #9: No reporting obligations will be required.

QUESTION #10: What is the city's budget for this project?

RESPONSE #10: Approximately \$100,00-\$125,000.

QUESTION #11: Will the selection be at lowest bidder (per SC PARD standard procedure), or will innovation, experience, and value-added elements be a deciding factor in the selection process?

RESPONSE #11: Evaluation and selection are based on professional qualifications as outlined in the advertised RFQ.