

CAPITAL IMPROVEMENT DEPARTMENT



MEMORANDUM

MAYOR

Renard U. Johnson

Date: January 30, 2025
To: Offerors - Solicitation #2025-0264R Development of the Parks and Recreation Master Plan
From: Elsa Rodriguez, Contracts Manager
Subject: Response to questions

CITY COUNCIL

District 1

Alejandra Chávez

District 2

Dr. Josh Acevedo

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

District 6

Art Fierro

District 7

Lily Limón

District 8

Chris Canales

CITY MANAGER

Dionne Mack

1. For task 4.5.2.2.1 is a physical conditions site assessment and Collector for ArcGIS ID and maintenance/replacement cost required for all 333 properties (3,300 acres), trails, and 21 facilities? The link to Existing Data in the RFP page 6 has a message that the data is inaccessible. Could you please replace the link? See below new link below:

<https://experience.arcgis.com/experience/ba970f5a4f9245bbae028ee71e26b6d5/?draft=true>

2. Are architectural/indoor space inventory or condition assessments needed for facilities? Are you seeking ADA assessments and energy audits?

The Department requires conditions assessments of their aging facilities. ADA recommendations would be sufficient.

3. What city communication tools will be used to advertise project engagement opportunities?

Social media FB, Instagram, website. Online surveys. We can take advantage of all the events that the Parks Department organizes throughout the year to engage the community and request feedback.

4. What online community engagement methods have been most successful for city projects?

As per Parks experience, in person community engagement during Park's events has been more successful. However, we would need to provide online options in order to reach as many residents as possible, surveys, virtual meetings, etc.

Yvette Hernandez, P.E., – City Engineer

City 2 | 218 N. Campbell, 2nd Floor | El Paso, Texas 79901 | (915) 212-0065



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5. What project milestone dates do you anticipate for the project schedule?

Proposed activities below should be completed within 12 months. Consultant should provide a proposed schedule. The Parks and Recreation anticipates to star with the master plan on April 2025.

- *Purpose and Background*
- *Demographics and trends analysis*
- *Community engagement*
- *Parkland and facilities inventory and assessment*
- *Recreation program analysis*
- *Maintenance analysis*
- *Levels of Service analysis*
- *Potential funding opportunities*
- *Recommendations, goals, strategies and actions*
- *Final Report*
- *Plan Adoption*

6. Who do you consider your parks and recreation peer organizations?

Albuquerque, Tucson, Austin, Fort Worth, Denver.

7. How are maintenance activities tracked and if they are, what system is used and how long has it been in operation?

The parks maintenance team uses City Works. This software allows them to track work orders, and other maintenance activities.

8. What are significant community changes to adapt to or aspects you most want to improve upon from the 2014 PARD Master Plan?

Levels of services, gaps in service, programing. The Department would like to identify its achievements and deficiencies from the community point of view.

9. Does the City have an intended budget for this project?

Yes.

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10. Who is on the consultant selection committee?

The evaluation committee will be comprised of City of El Paso Employees with knowledge of this type of project.

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11. What part of the community engagement schedule and format for Envision El Paso might this plan align with?

The Parks master plan should align with the goals of Envision El Paso. Since the process of the update of the master plan is still at an early stage. It is not possible for the City to provide dates at this time. However, if during the process of the community engagement an opportunity comes up to work together with the team of Envision El Paso we would definitely set it up.

The Parks master plan should have his own format.

12. The RFQ states that data must be collected using Collector for ArcGIS, which appears to no longer be supported by ArcGIS (was replaced by ArcGIS Field Maps). Is the City is going to move to the new tool and is the Consultant expected to migrate data into the new ArcGIS tool?

The department has migrated all the data into ArcGIS Field Maps. The consultant will not need to migrate the data and will only need to have an ArcGIS account to view existing data

13. The length of the responses is stated as both 15 and 20 pages at the top of page. Please clarify.

The length of the responses should be 15 pages total. Resumes, cover letter, table of contents and dividing tab inserts do not count towards the 15-page limit. Dividing tab inserts shall not include any criteria / project information, photos are acceptable.

14. Provide information regarding the project schedule. How this project tie with the ongoing comprehensive plan update?

The master plan should be completed within 12 months after the solicitation is awarded. The Update of the parks master plan has to aligned with the goals, recommendations, and proposals of Envision El Paso.

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15. Are our questions allowed to be submitted via e-mail also until tomorrow?

Yes, questions submitted via e-mail must be sent by January 28th, 2025.

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16. The Parks Department that will be managing the project correct?

The Parks and Recreation Department will manage the development of the parks master plan.

District 2

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17. Do you anticipate the City or other partners playing a role that you don't require the consultant to play in delivery of the engagement with the community or stakeholders?

District 3

Deanna M. Rocha

One of the requests of the scope of work is for the consultants to propose a community engagement plan. After reviewing each proposal, the parks and recreation department will determine which activities staff could assist with; or if additional engagement is needed.

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18. My question is on the project reference forms. It doesn't seem to have a time limit on the completed projects. Is that correct?

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Please provide information of projects completed within the last 10 years.

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