

KEY PEN PARKS REQUEST FOR PROPOSAL (RFP)

RFP# 2024-01

Key Pen Parks Capital Facilities Plan

Responses to Questions

Do you have an existing rating criteria you would like utilized or would that be developed along with Parks staff?

We do not currently have an existing rating criterion; that would need to be developed along with parks staff.

Do you have a budget range you would like to accomplish the stated scope of work?

We do have a budget range but are not sharing it at this time. We are seeking responses based on qualifications and once a firm is selected, we can discuss hours/project cost and adjust work scope/budget range if needed. However, we do believe that the budget will cover the work requested.

Has Key Pen Parks identified their funding source for the scope of work identified in the RFP? If so, what is the amount available?

We do have a budget range but are not sharing it at this time. We are seeking responses based on qualifications and once a firm is selected, we can discuss hours/project cost and adjust work scope/budget range if needed. However, we do believe that the budget will cover the work requested.

Please share the last condition assessment that was completed for the district or at individual park level.

The most recent information is available in our Comprehensive Plan, https://www.keypenparks.com/uploads/4/5/0/8/45082793/keypen_cprp_final.pdf. The parks list begins on page 25.

How much information does Key Pen Parks have regarding their maintenance plan; Does Maintenance work proactively or reactively to issues throughout the park system? What areas are already identified for corrective needs? When was the last district or park wide arborist report completed?

Over the past 3.5 years, the maintenance staff has begun working proactively on many projects, however there is still a great deal of reactive response to issues. We have limited SOPs for park elements and are working on drafting Levels of Service (LOS) for the highly used parks, however none are completed. I am not aware of a district or park wide arborist report for our facilities.

Please provide the agency organizational chart including seasonal or temporary hires for 2023/2024.

The District has a 5-member elected Board of Park Commissioners. Operational staff is: Executive Director (1), Fiscal Specialist (1), Outreach and Event Coordinator (1), Office Coordinator (1), Parks & Facilities Manager (1), Parks Maintenance Lead (1), Parks Maintenance Worker II (1), Parks Maintenance Worker I (3.5), Janitor (.5). We no longer use seasonal staff and have instead converted those positions to FTEs.

For the engagement survey what resources does Key Pen Parks have for contact lists addressing:

- a. youth residents – newsletter, social media, access through community partnerships
- b. underserved and underrepresented population - – newsletter, social media
- c. Medical needs community - – newsletter, social media, access through community partnerships
- d. other preferred engagement members – can provide contact information

In order to gauge the level of effort needed for the Asset Conditions Assessments, do you have a specific list of park assets held within the 9 parks within your parks district that would be a part of the assessment?

Gateway Park – playground, pavilion (picnic shelter), splash pad, dog park, maintenance yard buildings (2 barns, 1 5-car garage), caretaker residence, asphalt parking lot, bridges (1 pedestrian, 2 pedestrian/staff vehicle)

Volunteer Park – concession building, restroom, ½ basketball court, playground, skatepark, disc golf course, pathways, picnic shelter, 3 athletic fields including bleachers, dug outs, field lights, etc., asphalt parking lot, Office Building, retaining walls

Maple Hollow – overnight camping areas with fire pits, stairs to beach, vault toilet.

Home Park – playground, vault toilet, picnic shelter

Taylor Bay – beach access, storage garage, caretaker residence