

# ADDENDUM No. 1

## RFP No. 23-67

### Parks & Recreation Asset Management Plan

**Due: December 12, 2023 at 3:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes two (2) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: There were no schedules milestones or key submittal dates in the subject RFP document. If there are any milestones are dates, could you provide?

Answer 1: We did not provide any key submittal dates in the RFP document. We have a desired completion of the project for Fall of 2025. We would like to have key milestones and dates proposed in the Work Plan for us to review and discuss. This is Parks first time going through an Asset Management Plan, so we would like to hear from the consultant what key milestones and dates we might expect throughout this process.

Question 2: As for an asset management data base, is there preference to having a structure that will allow “outputs (e.g., City capital funding requests) to match the prioritized CIP structure or follow a specific software platform?

Answer 2: Yes, there is a preference for a structure that will provide detailed outputs as needed. The outputs do not necessarily have to follow our existing CIP structure. We are

anticipating that this Asset Management Plan will help inform the CIP Prioritization process, and help us identify which projects (and associated funding) we will have to plan for

Question 3: Is there a desire for the Asset Management Plan to take equity across the city into account?

Answer 3: Yes, the City of Ann Arbor Parks and Recreation Service Area would be interested in having our Asset Management Plan help us ensure that resources are being used equitably throughout the city.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.