



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 29, 2023

**PROJECT NAME:** Galveston County Parks, Recreation & Open Space Master Plan  
**SOLICITATION NO:** RFP #B231033  
**RE:** ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in the preparation of your RFP submittal(s):

**Revised Timeline:**

The revised solicitation timeline for RFP #B231033, Galveston County Parks, Recreation & Open Space Master Plan is listed below:

**Non-Mandatory Pre-Proposal Meeting:**

Thursday, October 5, 2023 @ 10:00 a.m.  
Galveston County Parks Department  
4102 Main Street  
La Marque, TX 77568

**Questions Deadline:** Wednesday, October 11, 2023 by 5:00 p.m.

**Submission Deadline / Proposal Opening:** Thursday, October 26, 2023 @ 2:15 p.m.

**Questions:**

**Question #1:** *Is there a Scope of Services Galveston County can provide for the Galveston County Parks, Recreation & Open Space Master Plan – RFP #B231033?*

**Response:**

**SCOPE OF WORK**

Although the applicant should submit their proposal based upon their professional expertise regarding the development of a county-wide parks master plan, the following items should be included in the proposal submittal:

1. The development of a document that includes a complete inventory of all existing parks, recreation, and open space facilities in Galveston County.
2. Completion of a needs assessment through various methodologies including, but not limited to, County Judge and County Commissioner's interviewers, other key leader interviewers, key stakeholder meetings, telephone surveys, staff interviews, and various public meetings.

3. Development of a prioritized ranking system for the creation and development of future park and senior services facilities.
4. Development of a prioritized ranking system for the creation and development of future project and services for the Bolivar Beach Sticker Program.
5. Development of a 5 – 10-year action plan that identifies types of recreational needs, possible funding sources and other budget recommendations.
5. Provide a detailed timeline for completion of this project.

**Question #2:** *What is the Scope of Service for this project?*

Response: Please see the response for Question #1.

**Question #3:** *If the final section of this request is based on fee, then per our state statues from the Texas Board of Architectural Examiners, we would not be able to submit. Would the county be willing to remove the cost component from the request and make the selection process based solely on qualifications at this stage?*

Response: Chapter 1052, Sec. 1052.003 (12) has an exception to the practice of landscape architecture for park and recreational design and planning.  
<https://statutes.capitol.texas.gov/Docs/OC/htm?OC.1052.htm>

**Question #4:** *Is there a specific percentage requirement for the HUB MWBE?*

Response: No.

**Question #5:** *Can the 3 single-sided proposal copies be bounded?*

Response: Yes.

**Question #6:** *Section O – Requirements of Request for Proposal only includes language on the formatting of the response and indicates the inclusion of a cover letter that “clearly indicates which project or projects are being submitted.”*

- *To confirm, the cover letter should indicate “RFP#B231033.*
- *Secondly, this section does not include other requirements of the proposal, as the language in sections P through S also have items that are required. Can you confirm the full list of RFP requirements that are relevant for evaluation?*

Response: Yes, the cover letter should indicate RFP #B231033. All of the ATTACHMENTS listed on item W. Required Documents Checklist are required as well as any supporting documentation to show compliance with the requests as mentioned in the item Q. Scope of Work, and item S. Company / Firm Team Qualifications.

**Question #7:** *Section P – Would the county like to see the proposer’s insurance certificate in the proposal or can this be submitted at the time of consultant selection?*

Response: This certificate should be submitted with the proposal.

**Question #8:** *Section Q – Items 1-5 seem like scope requirements, however, a specific scope and or project approach is not specified. Please clarify whether this section should include a project approach, scope of work and deliverables. And is part 6 where you would like to see a timeline?*

Response: Section Q is the scope and is clear on deliverables. Yes, #6 which states - "Provide a detailed timeline for completion of this project." will be where we would like to see the timeline for the project.

**Question #9:** *Pertaining to timeline, is there an expected completion date? How many months would the county see this being and what is the anticipated start date?*

Response: Start date would be scheduled once the RFP is awarded. We'd like to have this wrapped up in 4-6 months, but if more than 6 months is needed, that is fine.

**Question #10:** *Section S – The description under Section S is different than the sub-items 1-5. Please confirm that this section should include the following components:*

- a. *1. Description of company/firm experience toward development of Parks, Recreation, & Open Space Master Plans.*
- b. *Give detailed explanation of the team's direct approach and project manager.*
- c. *Company Profile a-e*
- d. *References*
- e. *Proposers Certifications*
- f. *this section seems to ask for an approach as well. "Proposers should also give detailed explanation of*

Response: Yes, it should.

**Question #11:** *Section S (d) – how many projects would the County like to see?*

Response: 4 - 6

**Question #12:** *Section S (2) References: Proposer must submit the names, business addresses, and telephone and fax numbers of at least the individuals" – is there a number missing? How many references would the County like to see?*

Response: 3 - 5

**Question #13:** *Section S (3) – how would you like us to respond to this section? Affirmative to each bullet point?*

Response: That is acceptable.

**Question #14:** *Is there a page limit?*

Response: Unless defined in the solicitation document, there is no page limit.

**Question #15:** *Would the County consider electronic submissions:*

Response: No.

**Question #16:** *Throughout, there is talk of a possible pre-submittal meeting. Will there be one available?*

Response: Yes

**Question #17:** *Lastly, I did not see a proposal schedule. When will these questions be answered?*

Response: N/A

Galveston County Parks, Recreation & Open Space Master Plan  
Addendum #1

If you have any further questions regarding this bid, please address them to the representative listed below, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County