



HOUSTON PARKS AND RECREATION MASTER PLAN UPDATE

PARKS AND RECREATION DEPARTMENT

BUILDING SERVICES DEPARTMENT

PRESUBMITTAL MEETING

May 8, 2006

2:30 PM

NO.	Questions / General Information / Requirements	Remarks
1	What is the estimated budget for the update?	Parks and Master Plan Update Fee ~ \$ 300K
2	Why are we updating the Master Plan?	Develop a master plan for HPARD that's a living, working document that provides guidance and direction for current and future CIP park projects. The master plan should provide analysis of systemwide needs that form a basis for park development.
3	What types of public input are we looking for?	Random phone survey, interview key stakeholders, special interest groups
4	What type of meetings/interviews do we anticipate with City personnel?	We believe discussion with Council Members is necessary, key city personnel, HPARD staff members
5	What are the main goals of the master plan update?	1) To updated plan must meet TPWD guidelines 2) Address outdoor and indoor recreational needs 3) Develop and implement a system to update the master plan in a timely manner 4) Revise HPARD goals and objectives 5) Review demographics data - this should include 2000 census data 6) Identify future park development projects including land, funding, etc
Consultant Questions		
6	Is the City utilizing a GIS based data collection system? If so, will the deliverable be GIS based?	Yes
7	What format was the current Master Plan developed in?	Word, Excel and Arc View to produce .pdf for the maps
8	Do you anticipate a written or phone survey as part of this scope?	We should anticipate a phone survey at a minimum. We need to discuss the other.
9	Does the City have any current demographic information, and, if so, what format is it in?	Most of our raw data is in access format but some data is available in excel format by super neighborhoods, council districts (some census tract level).
10	Who are the members of the selection committee?	Renissa Garza Montalvo - PR, Gregory Paul - PR, Chris Fischer - BSD, Vladimir Naranjo - BSD and Clifford Perry - BSD



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11	What is the schedule for RFQ review, interview, selection and contract award?	6-01-06 Notified all respondents of the short-listed companies 6-13-06 Interviews with the Shorted-listed Respondents 6-14-06 BSD notified respondents of the results of the interviews 7-19-06 Contract negotiated and sent to council for approval 8-21-06 Consultant begins work on Master Plan.
12	Will this master plan include a trail component?	Yes
13	Why is the City updating the master plan after only five years and it had been 18 years since the previous update?	Required by TPWD. We would also like to evaluate our implementation of the current Master Plan and future growth of the P&R system.
14	Has the influx of new residents from the areas effected by Hurricane Katrina motivated the City to update the master plan?	No
15	What other recent planning documents, completed since 2001, have an impact on this master plan update?	Various Harris County Parks Master Plans, City of Houston GIS, P&R Facilities and Maintenance Review, Regional Hike and Bike Master Plans
16	Is the City more interested in updating the current inventory of parks and recreation amenities, or adding additional park and recreation amenities, or will it be a combination of both considerations?	Both - Additionally we need an update that addresses location of all library locations and multi-service centers of the city and all community centers in Harris County.
17	Will the recommendations from this master plan update be used to formulate a bond package in the very near future?	Yes - the next bond election is coming up within the next 2 years.
18	The previous master plan update was fairly general is the intent of this update to be more specific?	Yes - the last master plan was a little to general, we need this plan to prioritize specific needs within the city for our future park development. We would like a key component of the plan to better address the inventory features of all parkland and park facilities.
19	Would it be possible to extend the submittal date for the SOQ ?	At this time we would like to keep the SOQ submittal date as May 15th.
20	When it is time to meet with Council Members who sets up the meetings?	The meetings will be setup by either Parks and Recreation Department or Building Services Department.
21	What is the timeline for completing the data gathering phase?	The timeline will need to be established in your schedule. We believe the update should take somewhere between 8 -10 months.



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22	Who should the testimonials be addressed?	The testimonials can be addressed to Whom It May Concern or Philip J. Golembiewski, P.E., City Engineer to the address as follows: Building Service Department, 900 Bagby Street, 2nd Floor, Houston, TX 77002
23	On page 6 it say SF-254 or SF-300 forms for each team member, can respondents use SF-330?	Form SF-330 will not accepted as a substitute for SF-254/SF-255 forms. (See addendum no. 2)
24	We are intending to submit our qualifications for the city parks master plan RFQ, could you tell me if submitting as a prime precludes us from submitting as a sub consultant on an additional team?	No, you can submit as a prime and as a sub consultant on an another team.
25	Page 6 of the RFQ states that, "Under Block 9, list all work performed for any government agency." As a national planning and design firm that specializes in public-sector work, a SF 255 Block 9 listing of our current work would be very long (it would include at least 150 separate projects). Would you like us to list just our current federal work (per the language in the form) or just those public projects that are most relevant to the RFQ (e.g. other parks and open space planning projects)?	150 separate projects is too many, listing your most relevant projects is correct and the projects should be current if possible. The language " <u>any</u> government agency" is meant to replace "Federal agencies".
26	Does the City intend for the SF 255 form to be representative of the project lead (i.e., Prime consultant) or the entire team? For example, should subconsultant project summaries and current project listings be included in SF 255 Blocks 8 and 9? If so, do the subconsultant Block 8 forms count against the 10 project limit specified on the SF 255 form?	The SF 255 is for the entire team. The team will need to decide the specific projects listing it would like to include in Block 8, subconsultant projects count against the 10 project limit. Block 9 will include projects for the team.
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