

PENMET PARKS RECREATION SERVICES ASSESSMENT: Q & A

Updated: 12/10/2021

Question: The RFP states the proposal should not exceed 15 sheets double sided. Is that a 15 page limit or 30 page limit overall?

- Up to a maximum of 30 pages overall.

Question: Has the District gone through a similar process to this RFP before?

- The District has not issued an RFP with similar scope before. The District has gone through RFP processes for projects with different scopes such as compensation studies, and human resources consulting, and capital projects.

Question: Is the District open to the process being led virtually (including meetings, workshops, etc.)?

- The District is open to portions of the process being led virtually including meetings, workshops, and interviews. Please propose the most efficient method of delivery and we can negotiate in-person alternatives as needed.

Question: At this time, based on covid restrictions and/or current practice, do you anticipate that the presentations to the Board of Park Commissioners will be in-person or virtual?

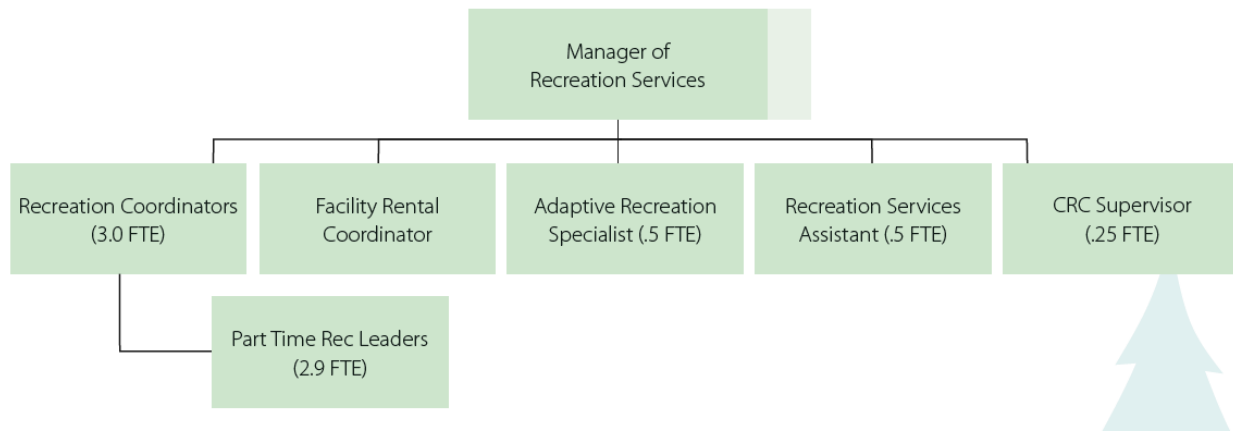
- Currently, all board meetings are planned to be in person in Gig Harbor, Washington and as such, we would prefer presentations to the Board of Park Commissioners to be made in person. Please propose the most efficient method of delivery we can negotiate in-person alternatives as needed.

Question: What is the budget for the project? Are you able to give us a budget, budget range or a not to exceed amount for this project?

- We will work with the consultant on the most appropriate budget and scope alterations if needed.

Question: What is the size of your current Full Time Staff; how many of those are in Recreation?

- In 2022, PenMet Parks has a budgeted total of 27.0 FTEs split between the following departments:
 - Executive / Administration – 6 FTEs
 - Park Services – 11.8 FTEs
 - Recreation Services – 9.2 FTEs



Question: Do you have any previous work done on an inventory of community inventory of facilities, programs, and services (in Task B), or will we be starting from scratch?

- There was a [2018 PenMet Parks PROS Plan](#) completed which mentions other service providers but does not provide a comprehensive list. PenMet Parks staff will assist in identifying local agencies for this portion of the scope.

Question: Within Task C, can you provide some clarification between the first and last bullets: 1) Evaluate current business processes and make recommendations for best practices. Incorporate findings into a Standard Operating Procedure document. 2) Audit Recreation Services Department processes and procedures. Make recommendations for enhancement. (Is this more focused on programming?)

- The scope of these bullet points are very similar, but the intent was for the first to focus on internal staff processes, while the last one was intended to focus on customer facing processes. PenMet Parks staff will assist in identifying these processes and we are seeking input from the selected consultant on other areas that could be improved.