



## **ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2025-038 KITSAP COUNTY**

**TO:** All Respondents

**FROM:** Glen McNeill. Purchasing Supervisor

**CLOSING DATE:** 10/22/2025 @2:00 pm [**Unhanged**]

**REF NO.:** 2025-038 Gordon Park Master Plan Development

**DATE:** 10/08/2025

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Addendum 1 to Request for Qualifications 2025-038 is to address questions received and removes all references to cost on pages 10 and 13.

### **QUESTION AND ANSWER SECTION:**

1. Can you please clarify the expected scope of delineation between the Parks Department's Natural Resources Division and the consulting team with regards to supporting the environmental assessments? Specifically, I'm curious if the County foresees the desire for expert assistance in conducting the necessary assessments.

**Parks Response:** The Parks Department does not anticipate consultant assistance with the environmental assessment work. The Department intends to conduct the environmental assessments with in-house staff and share this information with the selected consultant team. Staff from the Natural Resources Division will be also available as needed throughout the process.

2. Does the Parks Department foresee or desire the need for the resulting Master Plan to account for future plans for the Fairgrounds?

**Parks Response:** Not currently. The Parks Department does intend to carry out a master planning process for the Fairgrounds in the future though, at which time connections with Gordon Park will be explored.

3. Are you able to share the anticipated budget for this project?

**Parks Response:** The Parks Department has included this project in its six-year Capital Improvement Plan (CIP) with \$100,000 allocated for the Planning phase. The Department has also included funding for capital projects arising out of the resulting Gordon Park Master Plan, with \$3 million of construction costs allocated on the CIP. Please note these are preliminary figures and are subject to change as the project progresses.

4. Which County department is leading this project?

Parks Response: The Kitsap County Parks Department is leading this project.

5. Who from the County will be the Project Manager/Lead?

Parks Response: Carmen Smith, Parks Planner, will be the project manager for the Parks Department.

6. What is the anticipated budget for the master planning process? We see in the County's 2025 Budget Book that there is \$100K allocated in 2025 for project planning. Is that inclusive of all services provided under this scope of work?

Parks Response: The Parks Department has allocated \$100,000 for the Planning phase of this project, which is intended to be inclusive of all services provided under this scope of work. Please note this is a preliminary figure and is subject to change as the project progresses.

7. Element 1: Site inventory and assessment – does this work include full topographic survey and/or critical areas delineation?

Parks Response: If it is determined that a topographic survey is needed at this stage in the project, staff in Kitsap County's Public Works Department are available to conduct the survey. Part of the environmental assessment work conducted by Parks Natural Resources staff will be to identify any critical areas not mapped on the County's critical area inventory.

8. The scope of work section makes mention of a site map on last page. We did not see a site map attached to the RFQ document.

Parks Response: The site map is provided as a separate attachment under the RFQ announcement. You can view it at this link: [Kitsap County Parcel Search Print](#).

9. Reports and summaries of completed master plans are typically many pages long. Kindly clarify what information you would like to see on those two pages of the appendix.

Parks Response: Thank you for the question. We have removed the page limit and added a limit for no more than two (2) examples reports or summaries. This has been updated in the upcoming addendum.

10. Element 2: Public Realm Engagement Plan & Implementation - Please clarify how the City sees their role during this phase. Will you be leading any parts of this effort or playing a supporting role only?

Parks Response: It is the intent for the selected consultant team to serve as the lead for the engagement effort. The Parks Department will be available for support and assistance. Parks staff will provide connections to stakeholders, can assist in advertising and scheduling meetings/events, review and provide input on engagement materials, and attend all engagement events. Specific tasks and roles can be further detailed during contracting with the selected consultant team.

11. Element 1: Site Inventory and Assessment states that the Natural Resources Division of the Parks Department will conduct environmental assessments - will this be a one time effort or will the Natural Resources Division be on-hand as a team member/resource as needed throughout the project?

Parks Response: Natural Resources Division staff will be available as needed throughout the course of the project.

12. Do you plan to have a pre-proposal meeting or site walk?

Parks Response: The Parks Department will not lead a pre-proposal meeting or site walk. The site is largely undeveloped, with the exception of the Gordon 1 artificial turf field and the Gordon 2 natural grass field. The property is public and open if you would like to visit. If you or your staff do visit the site on your own to prepare your proposal, please stay on public property.

13. Has previous design work been accomplished to support with any grant funding?

Parks Response: There has not been previous design work for this project.

14. Is the project being funded with RCO funds?

Parks Response: The Parks Department will use park impact fees for the Planning phase. However, Parks does intend to apply for RCO grants for assistance funding capital projects identified in the resulting Gordon Park Master Plan.

15. Please clarify on page 4 item C – is a hard printed copy required of the proposal response for the submission as well as digital version?

Parks Response: Yes, one (1) hard printed copy and one (1) digital copy (PDF file) of the proposal are required.

16. Item 10 on page 4 and item 13 on page 5 discuss costs – this is a proposal for consultant services not a bid for construction. Are you asking for a fee for consultant services as part of the proposal? I expect not, but would like clarification.

Parks Response: The items regarding cost on pages 10 and 13 were boilerplate language and will be removed via the upcoming addendum.

17. Exhibit A, Section 2: Scope of Services, Element 1: Site Inventory & Assessment (pg. 9):

- a. Will the County provide a topographic site survey, or are topographic survey services anticipated as part of the consultant scope?

Parks Response: If it is determined that a topographic survey is needed at this stage in the project, staff in Kitsap County's Public Works Department are available to conduct the survey.

- b. Are there existing structures on the site that the County anticipates will require evaluation by a structural engineer?

Parks Response: No. The only structure on the property is a single-family residence, which the County will demolish in 2026.

18. Costs Proposal, Taxes. Proposals shall identify the total costs, fees, and charges for the goods and/or services requested in the Solicitation on the Cost Proposal form. The total cost shall include all freight, handling, delivery, surcharges, and other incidental charges that may be required to provide the services or deliver the goods. All prices shall include freight FOB destination, freight included to the designated delivery point. County is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate line item. Payment of all costs, fees and other charges not identified on the Cost Proposal form shall be the responsibility of Bidder.

Parks Response: The items regarding cost on pages 10 and 13 were boilerplate language and will be removed via the upcoming addendum.

19. How frequently does the County anticipate the consultant team will engage with the Parks Advisory Board and the Board of County Commissioners throughout the project?

Parks Response: The Parks Department anticipates two (2) meetings with the Parks Advisory Board (PAB) and the Board of County Commissioners (BoCC) – likely one at the beginning of the project and one later in the course of the project to share a draft plan. However, the Parks Department welcomes other suggestions for engagement with the PAB and BoCC.

Additionally, the Parks Department has monthly meetings with the Parks Advisory Board and the Board of County Commissioners in which Parks staff can provide project updates.

20. When does the County expect environmental studies from the Parks Department's Natural Resources Division to be available for use in the planning process?

Parks Response: The Parks Department anticipates this work to be completed before the planning process begins.

END OF ADDENDUM NO. 1