NOTICE OF SOLICITATION: REQUEST FOR PROPOSALS FY27-RMP-27REC0
CONSULTING SERVICES FOR COMPREHENSIVE RECREATION MASTER PLAN

Bulloch County Board of Commissioners
Office of Procurement

DATE: 11/2/2026
PROJECT: Consulting Services for Comprehensive Recreation Master Plan
QUESTIONS/RESPONSES: Round 2

NO.	QUESTION	RESPONSE	REMARKS
1	Can you clarify if the page limit for this submission is 15 pages front and back (aka 30 pages), or a total of 15 pages only?	Please see Addendum 1.	Final response.
2	Do resumes not count toward the page limit? Or will they be counted toward the 15-page limit?	Please see Addendum 1.	Final response.
3	Does the County require a statistically valid survey for this project?	Yes.	Final response.
4	Are facility condition assessments to be conducted per ASTM standard?	Yes.	Final response.
5	In addition to covers and tabs, will transmittal (cover) letters and tables of content also be excluded from the abstract's (15) page limit?	Please see Addendum 1.	Final response.
6	May staff resumes and representative project sheets be excluded from the abstract's (15) page limit and be considered as acceptable supplemental attachments?	Please see Addendum 1.	Final response.
7	May external links (i.e., QR codes) be utilized within the proposal document to provide additional information on staff experience and/or relevant to project experience and approach?	Please see Addendum 1.	Final response.
8	Does the County have a current GIS inventory, facility condition assessments, and program	Any information that can be provided will be provided to the selected consultant.	Final response.

	participation data available to the selected consultant?		
9	Is a statistically valid and/or random resident survey expected, or may the consultant recommend the most appropriate survey methodology?	Yes, we want stakeholder meetings performed.	Final response.
10	Should the plan include detailed operational and financial evaluations of Splash in the Boro and other enterprise or revenue-generating facilities?	Yes.	Final response.
11	Are respondents required to include tabs to separate sections within the abstract?	No, tabs are not required.	Final response.
12	Can the County confirm that exceptions to the proposed contract are allowed to be included in an appendix section?	Yes, these can be included.	Final response.
13	Can the County confirm that an appendix section would be excluded from the page count?	No, please see addendum 1.	Final response.
14	Does the "original plus five (5) copies" requirement for proposal submissions also apply to the sealed Price Proposal?	No, please only include one of the sealed Price Proposal.	Final response.
15	Is an electronic copy (e.g., PDF on a USB drive) of the proposal required in addition to the hard copies?	An electronic copy is not required but is acceptable.	Final Response.
16	Should the sealed Price Proposal envelope be enclosed inside the technical proposal package, or delivered as a separate sealed package? Are there specific labeling requirements for either envelope beyond the firm name and "Price Proposal"?	The sealed Price Proposal can be enclosed inside the technical package but sealed in its own package. Please include attention Procurement Director on the package but there are no other labeling requirements	Final Response.
17	Will proposal submittal deliveries by commercial courier (e.g., FedEx, UPS) be accepted at the North Main Annex, and how is the time of receipt recorded?	Yes, they will be accepted if they are received by the deadline. The Administrative Specialist will log them in as they are received. The log includes time received, received by, bid name, and company.	Final Response.
18	Can the County share the amount budgeted for this project in the annual budget adopted June 18, 2026, or a share and expected budget range?	$250,000, see also Questions and Responses Round 1.	Final Response.

19	Is there a minimum number of client references required for the proposal?	At least 3.	Final Response.
20	Section 4.3.1 requires project staff to be the same staff identified in the proposal. What is the County's process for approving a substitution if a named person leaves the firm or becomes unavailable during the procurement or the project?	If a named individual becomes unavailable during the procurement process or after award of the project, the firm must notify the County in writing as soon as possible. Any proposed substitute must possess qualifications and experience that are comparable to, or exceed, those of the individual originally proposed	Final Response.
21	How many presentations to the Board of Commissioners does the County expect (e.g., kickoff, draft findings, final adoption)? Will any other body (e.g., a recreation board or the planning commission) review the plan?	A minimum of two (2).	Final Response.
22	Could the County confirm if a GIS inventory of current parks and facilities with acreage and major amenities exists?	No, not currently. See also Questions and Responses Round 1.	Final Response.
23	Are Splash in the Boro and other aquatic facilities within the scope of the condition assessment and recommendations?	Yes.	Final Response.
24	Does the County have an existing ADA self-evaluation or transition plan for parks?	Yes.	Final Response.
25	Does the County expect site-specific master plans or conceptual designs for any existing parks or proposed new parks? If so, how many, and at what level of detail (diagrammatic, rendered plan)?	A rendering would be expected for potential site improvements or additions.	Final Response.
26	Should the plan include park classifications and design standards, or signage, wayfinding or brani	Yes.	Final Response.
27	What site data is available: as-built drawings, topographic or boundary surveys, utility records, GIS layers (parcels, floodplain, wetlands, utilities), and maintenance work-order or asset management history?	Some exists but are very limited and non-digital.	Final Response.
28	What level of cost estimating is expected for capital recommendations (order-of-magnitude or planning-level with contingency)?	Planning level with contingency.	Final Response.

29	For public meetings, will the County provide and reserve meeting venues and handle legal notices?	Yes.	Final Response.
30	Please clarify the anticipated level of detail for the park and facility condition assessments. Is the County seeking planning-level assessments of visible conditions and capital needs, or should the consultant anticipate detailed architectural, structural, MEP, aquatic, accessibility, or other specialist evaluations?	Planning level assessment.	Final Response.
31	What role does the County anticipate for the Technical Advisory Committee during the planning process, including the approximate number of meetings and its role in reviewing or approving interim and final deliverables?	The Technical Advisory Committee will be available to assist during the planning process, help with logistics, etc. The County would like to see a minimum of 3 public meetings.	Final Response.
32	Are there specific County milestones, funding deadlines, budget cycles, adoption dates, or other considerations that must be accommodated within the required 10-month project schedule?	No.	Final Response.
33	What existing GIS data, park and facility inventories, asset-management or maintenance records, program participation data, financial information, and other relevant system data will the County make available to the selected consultant?	Yes, information will be made available to the selected consultant.	Final Response.
34	Is the County looking to receive a statistically valid survey as part of the engagement deliverable?	Yes.	Final Response.
35	Could you provide an overview of available GIS information the County has available to share with the selected consultant team?	No, not currently. See also Questions and Responses Round 1.	Final Response.
36	Is the County seeking conceptual plans to be developed for all parks as part of this project, or just a prioritized list of improvements for each park with associated costs?	Prioritized list but in areas with no recreation footprint we would like conceptual designs for those locations.	Final Response.