

**Regarding RFQ# EDC-01-24, please find the following responses to all questions received.**

1. Is this RFQ intending to be a city-wide Parks and Recreation Master Plan with an emphasis on Helotes Fitness Park and Disc Golf Course, or is the City wanting a site-specific Master Plan for Helotes Fitness Park and Disc Golf Course? [This RFQ is solely for the Helotes Fitness Park and Disc Golf Course.](#)
2. Could you please clarify the expectations for what activities the public involvement process would entail? Would the consultant be leading a series of public feedback sessions throughout the master planning process, or is the intent to provide support and content for the City's public engagement efforts? [We want the consultant to assist with at least 1 public feedback session and presentation to HEDC & City Council.](#)
3. Is there a budget allocated or an anticipated budget for this project? [This project will be funded through our capital improvement program. However, no specific dollar amount was allocated for this project. We anticipate negotiating a contract after selecting a firm.](#)
4. Is there a proposed construction budget already established for Helotes Fitness Park and Disc Golf Course? [We plan to allocate funds as needed to complete identified enhancements.](#)
5. Is it acceptable to include a cover letter? [Yes.](#)
6. In Section F. you request, "iv. A brief biography of the key officers and their experience." Are you looking for information on the PM and Principal involved in this submittal? [Information on the PM would be sufficient.](#)
7. Do you want resumes for all team members? [Only for project leads.](#)
8. Are we allowed to use sub-consultants in this submittal? [Yes.](#)
9. Is there a maximum page limit for consultants' responses to this RFQ? If so, are there any sections that do not count against the page limit (cover, cover letter, tabs, resumes, etc)? [No limit on page count.](#)
10. Does the City require wet ink signatures for the 1 original proposal or would electronic signatures suffice? [Electronic signatures are acceptable.](#)
11. Is there a distinction between questions B and D on page 5 of the RFQ? [A minor distinction between a firm's ability to actively perform the work versus subcontracting the service.](#)

12. When do you anticipate awarding the project? [We anticipate awarding the project no later than July 2024.](#)
13. What is the HEDC's anticipated timeline to complete the master plan? [There is a desire to have the project completed by Fall 2024. The actual timeline can be determined after firm selection.](#)
14. Do we need to provide a site survey or does the City have a survey available? [We only have a site plan, see below.](#)
15. Have any consultants already provided assistance to the city related to this master plan process (site planning, writing scope, etc.)? [No.](#)
16. Does the City have citywide Supply/Demand & Demographics/Trend Analysis Data available from previous studies? [There have been no studies performed to date.](#)
17. When was the last time the City completed a parks and recreation needs assessment? [The City has never performed one.](#)
18. Has there been previous community engagement for this project? [No.](#)
19. Has the City of Helotes developed a preliminary list of program elements for the park? [City Council, Boards, and Commissions have provided preliminary feedback, but we are looking to develop a comprehensive and inclusive plan to meet the needs of the community.](#)



Pavilion

Playground

Pavilion

Lift Station

Restroom

Parking Lot

Pavilion

Pavilion

Pavilion

855'-8"

162'-6"

60'-8"

181'-6"

16'-4"

30'-3"

38'-2"

150'-8"

38'-7"

65'

836'-1"

377'-10"

30'-4"

368'-3"