

# CITY OF TUCKER

## ACKNOWLEDGE RECEIPT OF ADDENDUM #1

Publish Date:

RFP 2026-003

### HENDERSON PARK MASTER PLAN

**Please complete this page and include this page only in bid submittal.**

**I hereby acknowledge receipt of the supplement pertaining to the  
above referenced bid.**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

# RFP 2026-003

## ADDENDUM #1

	QUESTION	ANSWER
1	Does the existing survey have the topography, existing features, easements, and existing tree sizes and locations?	The existing survey (2018) does not have topography, easements, or tree information. It only includes as-built structures/amenities, location of streams and Lake Erin, and buffer lines.
2	Will we have access to the survey prior to submitting our proposals?	Yes, the 2018 survey is being provided with this addendum.
3	Is there a preferred form/ format for the cost proposal?	Please provide a fee for each proposed phase or task for the Master Plan project. The specific phases or tasks are up to each firm's discretion. The cost for a 2 <sup>nd</sup> master plan/alternative design should be its own line item under "additional services."
4	Page 10 of the RFP states that the consultant should provide a minimum of four (4) references. Can these references be the same as those listed for the projects (requested on page 9 of the RFP)?	Yes.
5	Can the City specify what they expect from a "comprehensive cost breakdown"? Is there a specific format the City would like respondents to use, or is it up to each firm's discretion as long as firms submit their pricing along with clearly defined rates applicable to potential additional services (page 11 of RFP)?	Please provide a fee for each proposed phase or task for the Master Plan project. The specific phases or tasks are up to each firm's discretion. The cost for a 2 <sup>nd</sup> master plan/alternative design should be its own line item under "additional services."
6	Please confirm that the Cost Proposal is to be submitted only as a separate PDF and does not count toward the proposal's 20-page limit.	Confirmed.

# RFP 2026-003

## ADDENDUM #1

7	Please confirm that firms may include projects that are currently active, provided the projects began within the designated timeframe of 3 years.	Confirmed.
8	For projects that are still active, please confirm that the City prefers the project owner's contact information rather than the firm's project manager's contact information.	Please provide both.
9	As the Submittal Requirements (page 9 of the RFP) do not specify a dedicated section for Project Understanding and Approach, please confirm that firms may include this information in the section they deem most appropriate, provided the proposal does not exceed the 20-page limit.	We will review the entire proposal when scoring for "project understanding and approach." You may show your understanding and approach in any section – or throughout!
10	Can you clarify the approach to the two master plans for Henderson Park, and how you would like us to organize our proposed fee/scope as it relates to the second plan?	The city intends to complete a full feasibility study at a later date that looks at multiple sites in the city of Tucker. However, we do not want to master plan Henderson Park without analyzing if this park is an ideal location for a future community center. Having the fee/scope include a second master plan/alternative design provides flexibility for any issues that may arise during the planning process. We are not asking for two entirely different master planning processes, but there could be a scenario where we need an alternative design of the main master plan that includes a community center. The cost for a 2 <sup>nd</sup> master plan/alternative design should be its own line item under "additional services."
11	Will the City make the current survey of Henderson Park available to bidders prior to the proposal deadline?	Yes, the 2018 survey is being provided with this addendum.
12	Does the City have an example (and will it be shared with bidders) for the table format listed in Proposal Submission and Evaluation (page 9	No.

# RFP 2026-003

## ADDENDUM #1

	of RFP) 2. Submittal requirements, 3. “In table format...”?		
13	Does the City have a space planning program and/or size requirements for the community center?		No, we recommend the consultant use standard sizes for this type of facility as a starting point. As the master plan is developed – and if there is support for some type of community center in Henderson Park – then the consultant can advise on the facility size that could fit in the park while still balancing the other goals of the park.
14	For the Community Center, does the City want the consultant to develop the program (uses, spaces, functions), or will the City provide a defined building square footage and associated parking requirements?		No. The goal is to determine if Henderson Park is an ideal location for a future community center and if there is community support for it. Specific uses, spaces, and functions will be determined at a later date.
15	Regarding the public survey, does the City want the consultant to design and administer the survey, or does the City prefer to manage and control the survey process internally?		The consultant should design and administer the survey, using feedback and direction from the city.
16	Is there interest in creating a steering committee composed of representatives from key stakeholder and interest groups? If so, does the City request assistance in developing and assigning roles?		Yes, a steering committee will be required. The city will select the steering committee members, but we’re always open to any suggestions the consultant may have.
17	Is there a specific layout you would like us to follow—for example, having each section correspond to the selection criteria headers? Or is any layout acceptable as long as the requirements are met?		Any layout is acceptable as long as the requirements are met.
18	Award at Council Meeting (Project Start Date)	Is there an anticipated schedule for selecting and contracting with the consultant beyond the stated award date of March 9th?	No.
19	Cost Proposal	Is there a specific format the City requires to be used for the Cost Proposal?	Please provide a fee for each proposed phase or task for the Master Plan project. The specific phases or tasks are up to each firm’s discretion. The cost for a 2 <sup>nd</sup> master plan/alternative design

# RFP 2026-003

## ADDENDUM #1

			should be its own line item under “additional services.”
20	Cost Proposal	Is there a specific contracting method to be followed for the Cost Proposal? (Example: Fee per Section, Lump Sum, Time & Materials, Not to Exceed, etc...)	Please provide a fee for each proposed phase or task for the Master Plan project. The specific phases or tasks are up to each firm’s discretion. The cost for a 2 <sup>nd</sup> master plan/alternative design should be its own line item under “additional services.”
21	6. Provide a proposed timeline for completion of objectives	Is there an overall project schedule that the City has to complete the project, or do they want a proposed schedule for the planning services?	We want the consultant to propose the project time frame as part of their submittal packet.