

**AMENDMENT NO. 1**  
**RFP FOR BUSINESS PLAN FOR RECREATION SERVICES**

Pre-Proposal Conference – Question and Answer Summary

1. Should this plan include the impacts of COVID-19 on each facility?
  - a. No. The vision for this plan is to focus on Newport Parks and Recreation’s Recreation Division in a post COVID-19 normal world scenario.
  
2. Is one of the goals of the Business Plan to update the Parks System Development Charges (SDC)?
  - a. No. Originally, the City was interested in this. After further discussion with the City Manager, Parks SDC do not need to be part of this plan.
  
3. Are there any existing materials that show program costs, revenues, attendance figures, etc to help provide data outside of the Park System Master Plan?
  - a. Yes. The Recreation Division can provide reports from Caselle Clarity accounting software and CivicRec and RecTrac management software. The successful proposer will also have access to past marketing materials or other documents that may assist with the development of this plan.
  
4. Does the Park System Master Plan have a reference to what community preferences and program priorities that the public wants?
  - a. Yes. Community outreach and survey results are located in the Park System Master Plan.
  
5. Have there been any other analysis or assessments on the three recreation facilities to help prioritize future repairs or upgrades?
  - a. No. The City can share reports from our internal facility maintenance work order system that tracks all past and present work orders for each facility.
  - b. Please include equipment investment and upgrades when prioritizing infrastructure investments.

## Post-Proposal Conference – Question and Answer Summary

1. Do you think we should include a statistically-valid or other type of survey to inform this plan at this time?
  - a. No. Due to a limited budget for this project, this task cannot be accomplished at this time.
  
2. Any other drivers or key things that were not listed in your RFP that we should include?
  - a. No, but it is worth mentioning that this plan's main focus is to address the current structure of the finances and budgets for the three recreation facilities and what future course of actions the City of Newport should take to help reduce the current subsidies that they receive from the City's General Fund.