

ADDENDUM No. 1

RFP No. 25-51

Five Year Parks Recreation and Open Space Plan 2027 – 2031

Due: November 5, 2025 at 2:00 PM (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes four (4) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Other than those mentioned in the RFP, are there any other key milestone dates to keep in mind within the two-year timeframe?

Answer 1: No, at this time there are no other key milestone dates, outside of what was mentioned in the RFP.

Question 2: When will the Asset Management Plan be finalized and will any recommendations from that plan be key to this PROS plan?

Answer 2: The Ann Arbor Parks & Recreation Asset Management Plan is expected to be finalized in early 2026 – an exact date has not been identified. Recommendations from the Asset Management Plan will need to be incorporated into the PROS Plan.

Question 3: Will there be additional engagement with/approvals needed by entities like the Downtown Development Authority (DDA) or the City's Planning Commission?

Answer 3: Engagement with a wide range of stakeholders is the expectation for this project, including the DDA, Planning Commission, and the Park Advisory Commission.

The approval process for the Ann Arbor PROS Plan has not yet been finalized. Both the Park Advisory Commission (PAC) and City Council will need to approve

the PROS plan, however it has not yet been determined if any other entities will need to approve the document.

Question 4: Does the RFP's reference to "subcommittees" cover the DDA and Planning Commission, or is the thinking around those subcommittees different?

Answer 4: The referenced subcommittee refers to a steering committee that will be involved in the development of the PROS plan throughout the entire process. In the past, this steering committee has been comprised of park staff, city council members, PAC commissioners, as well as others in the city.

Question 5: Are there any controversial items expected to arise from this PROS planning process?

Answer 5: There are several large city and park wide projects that will be of interest to its community members, that will be taking place throughout the next few years. Some of these known projects include a West Park Visioning and Engagement Project, the Ann Arbor Farmers Market Visioning Project, an Ann Arbor Urban Tree Canopy Analysis (public works).

These efforts may solicit strong public opinions and conversations that become intertwined with the PROS plan discussions, but the intent is to manage them as separate public processes from the PROS planning process.

Question 6: When does the current PROS plan expire?

Answer 6: The current Ann Arbor PROS Plan will Expire in January 2028. The five-year, 2023-2027 PROS Plan was adopted by City Council on January 9, 2023.

Question 7: When will need the next PROS plan approved by the City in advance of the MDNR's review deadline?

Answer 7: Parks would like this PROS Plan to be approved by City Council in November 2027, several months ahead of the MDNR deadline.

Question 8: Is there a specific deliverable or format envisioned for the final plan?

Answer 8: At a minimum, the PROS Plan needs to meet the requirements outlined by the MDNR for the Five-Year Recreation Plan.

Additionally, Ann Arbor Parks and Recreation is looking to go above that minimum requirement to develop a PROS Plan that is easy to digest and understand. Having a layout or format that has clear and compelling graphics, which can tell the story of the Ann Arbor Park System – from where it has come, to where we are going and how we are going to get there – is important to the success of this project.

Question 9: Can you share the City of Ann Arbor departments that will be represented on the selection committee for this project?

Answer 9: The selection committee for this project will be made up of Park Staff and a member of the Park Advisory Commission.

Question 9: Will the Ann Arbor PROS Plan have any interface with the City's Comprehensive Plan?

Answer 9: The PROS Plan is the city's vision for parks and recreation in Ann Arbor and is officially part of the City of Ann Arbor Comprehensive Plan. As such there should be coordination with strategies to ensure alignment between the plans. Data and Information between the Ann Arbor Comprehensive Plan and the PROS Plan should be consistent as much as possible.

Question 10: What is the budget?

Answer 10: While funding is secured for this, a specific budget hasn't been finalized. Our

goal is to find the best value based on the needs to ensure we are being fiscally responsible.

Question 11: The RFP mentions “established support committees for this project” (pg 3). Do you know what these committees are, or would you like us to propose potential committee structures and touchpoints as part of our engagement proposal?

Answer 11: The “established support committees” have not yet been fully identified or formed. We would like to discuss these committees with the selected consultant, as well as identifying important additional touchpoints.

Question 12: Will the Pre-Proposal Meeting sign-in sheet be made available?

Answer 12: The sign in sheet for the pre-proposal meeting is attached to Addendum #1.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.



City of Ann Arbor Purchasing



Request for Proposal (RFP) Pre-Proposal Meeting October 20, 2025

RFP# 25-51 - Five Year Parks Recreation and Open Space Plan 2027 - 2031

	First /Last Name	Department/Entity	Phone #	E-Mail Address
1.	Adam Fercho	CITY OF ANN ARBOR PARKS + RECREATION	(734) 994-6230	AFERCHO@AZGOV.ORG
2.	Jane Dixon	McKenna	(248) 930-8166	JDIXON@MCKA.COM
3.	JAMAICA REESE-DVLIEN	AGENCY LANDSCAPE + PLANNING	(828) 335-7706	jamaica@agencylp.com
4.	Eva Schultz	ROWE PSC	010 869. 5170	dschultz@rowepsc.com
5.	Mike Hoffmeister	Maurice Smith Group	734-219-4142	mhoffmeister@mauricesmithgroup.com
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				