

Request for Proposals- ADDENDUM NO. 1

Request for Proposal Comprehensive Fee Study, Cost Allocation Plan, and Park and Recreation Operational Efficiency Review

July 30, 2025

Bid Time and Date:
August 12, 2025 4:00 PM MST

NOTICE TO ALL BIDDERS

The Contract Specifications and Plans are hereby modified as follows, and in submitting his/her bid, each bidder shall acknowledge receipt of all addenda, which will become part of the Contract Documents according to the requirements outlined in the INSTRUCTIONS TO BIDDERS.

CLARIFICATIONS:

Request for Proposals – Bid Addendum No. 1

Date: July 30, 2025

This Addendum serves to clarify questions submitted by potential respondents regarding the above-referenced RFP. The City of Great Falls provides the following responses to ensure all interested firms have equal access to relevant information.

1. Site Access and Facility Tours

Question:

Will the City be offering guided tours of the facilities included in this RFP and Operations RFP (Scheels Aim High Big Sky Aquatic and Recreation Center, Multi Sports, Electric City Water Park, 5 Premiere Parks, etc.) prior to the proposal deadline? If so, are there designated dates and procedures for arranging a visit?

Response:

Yes. The City will offer a guided tour of the facilities included in this study on **Wednesday, August 6th at 8 a.m. – 11:30 am.** The tour will include, but is not limited to, Scheels Aim High Big Sky Aquatic and Recreation Center, Multi Sports, Electric City Water Park, 5 Premiere Parks, and will be inclusive of all relevant locations covered in the RFP. Tours will start at Park and Recreation Administration building at 1700 River Drive S. Great Falls, MT 59405

Point of Contact:

Jessica Compton, Interim Director

Email: jcompton@greatfallsmt.net

Phone: (406) 791-8981

Please RSVP in advance by emailing **both**: Jessica Compton, and jcompton@greatfallsmt.net (Interim Director) and Kevin Vining kvining@greatfallsmt.net (Parks Manager)

Include the names of all attendees, their titles, and the organizations they represent.

2. Survey

Question:

Is the City interested in a statistically valid survey?

Response:

The City is seeking a **statistically** valid survey that includes community interaction and responses.

3. Budget for proposed fees and costs associated with work outlined in the Respondents Proposal.

Question:

Is there an anticipated budget?

Response:

Please refer page 11 in the RFP under Fees and Expenses for **budgets** related to this project.

4. Assessment of operations and fees

Question:

Is the City looking for a detailed assessment for each park/facility and accompany level of service or a benchmark study comparing Great Falls to other similar communities using NRPA metrics?

Response:

The City is looking for detailed assessment of services, fees, organizational operations comparable other communities of size, demographic, operations and location.

Assessment does not include a review of each individual park.

5. Prior Assessments

Question:

Are there any existing physical asset assessments or studies available for park and recreation assets?

Response:


The Park and Recreation Department Master Plan from 2016 available online through the City of Great Falls website.

CHANGES TO THE CONTRACT:

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The bidder is required to acknowledge receipt of Addendum No.1 on the Bid Form and include this addendum with the Bid. The bidder is also encouraged to list all addenda on the outside of the bid envelope.

Issued By:
City of Great Falls
Park and Recreation Department



Jessica Compton
Interim Director Park and Recreation

END OF ADDENDUM No. 1