



City of Upland
Recreation &
Community Svcs. Division
651 W. 15th St.
Upland, CA 91786
(909) 931-4287

ADDENDUM NO. 1

PARKS & OPEN SPACE MASTER PLAN

Date Issued: September 23, 2025

By: Jessica Escoto
Rec. & Comm. Svcs. Manager

The following revisions and/or clarifications shall be made to the Request for Proposal (RFP) for the above named work. All other work described in the original RFP, and all applicable sections of the original RFP, Contract Documents, and previously issued Addenda for the RFP shall be included in the contract, except as herein modified. This Addendum shall be incorporated into the RFP and shall become part of the awarded Contract Documents therefore.

The City will distribute copies of this Addendum to all Proposers of Record on the date of issuance. The Proposer shall be responsible in providing this information to all proposed subcontractors, prior to proposal deadline. **Receipt of this Addendum by the Proposer must be acknowledged by signature and submittal of this cover sheet, attached to your Proposal, on the bid due date/time.**

PLEASE SIGN AND ATTACH THIS ADDENDUM COVER SHEET TO YOUR PROPOSAL.

I hereby acknowledge that I have received, read, and understand this Addendum and certify that the total amount of my company's bid includes full compensation therefore.

Company Name: _____

Signature: _____

FOR CLARIFICATION PURPOSES, BELOW ARE ANSWERS TO QUESTIONS RECEIVED RELATING TO THE SPECIFICATIONS OF THE PROJECT:

Question Received:

1. Local Electrical firm located in Upland that can design/build/Install from the ground up. WILL THESE SERVICES BE NEEDED?

Answer: Design, build, and install services will not be needed at this time. Public bidding will take place upon future implementation of master plan elements.

2. Can the City provide the following information for parks and facilities that need to be assessed?

- List of City parks (RFP says 13 parks, but website only lists 11)
 - Amenities
 - Acreage
- List of Facilities
 - Square Feet

Answer:

Facilities: Magnolia Recreation Center – 9,600 sq. ft., Gibson Senior Center – 13,900 sq. ft., Landecena Community Building – 5,300 sq. ft.

Parks: In addition to the parks listed on the website, there are 2 small neighborhood parks that sit on reservoirs and 52 acres of undeveloped park land that should be considered. Acreage details below.

Park	Acreage
8th St Reservoir	16.08
Baldy View Park	13.78
Cabrillo Park	21.22
13th St Reservoir	2.86
Citrus Park	6.68
Fern Reservoir	5.65
Greenbelt Park	9.51
Magnolia Park	9.94
McCarthy Park	5.32
Memorial Park	34.77
Olivedale Park	16.18
San Antonio Park	14.32
Sierra Vista Park	6.81
Sycamore Hills (undev.)	52

3. Do we have the flexibility in how we structure our proposal or is there a preferred format the City would like us to follow? For example, can we include a cover letter, approach/scope of work, schedule, and fees sections, in addition to meeting the five minimum requirements listed in the RFP? Is there a page count?
Answer: Proposers may be flexible in how their information is submitted. The City encourages clear, detailed, and creative proposals. There is no required page count.

4. Are we allowed to use the City's logo/seal in graphics-related materials (e.g., proposal covers, org. chart, charts/tables, etc.)?
Answer: Yes

5. Are you able to provide an approximate number of stakeholder interviews and focus groups you'd like to hold?
Answer: The minimum requirement is 5 community workshops – 1 in each district and 1 centrally located. A list of stakeholders and/or focus groups may be developed as a result of initial conversations with the Project Team.

6. The RFP mentions a minimum of five community workshops. Do the sidewalk/pop-up engagements and/or meetings with local agencies or special interest focus groups count towards the five, or are they in addition to?
Answer: Sidewalk/pop-up engagements and/or meetings with local agencies or special interest focus groups are in addition to the minimum requirement of five community workshops.

7. Are the 30 bound copies of the final document required?
Answer: Yes

8. How detailed do the inventory and assessment of recreation facilities (building, restrooms, etc.) need to be? Are HVAC, plumbing, etc., expected to be inventoried? Or is the assessment primarily for the functionality or existing and recommended programming?
Answer: HVAC, plumbing, etc. are not expected to be inventoried. The assessment is primarily for the functionality or existing and recommended programming.

9. Could you please confirm if there is an established budget or anticipated range for this project?
Answer: The budget is \$300,000.

10. Is San Antonio Heights part of the study area?
Answer: No

11. The RFP mentions: "...statistically significant analytical methods...", is the City wanting the proposer to include a statistically valid survey?
Answer: Yes, the City is looking for a data-driven Park and Open Space Master Plan, and a statistically valid survey should be conducted to ensure the results accurately reflect the community's needs and priorities.

12. In reading the RFP, it looks like there's no mention of a specific Proposal Format. Does the City have a specific format they want us to follow? Or is it at the Proposer's discretion?

Answer: As long as all the required elements are included, the order of the proposal is up to the proposer's discretion.

END OF ADDENDUM NO. 1