

FREQUENTLY ASKED QUESTIONS (FAQ)

2026 Parks, Recreation and Open Space (PROS) Plan:

This FAQ supplements the City's RFQ advertised on December 10, 2025. Questions shown are updated as of January 14, 2026:

Question: Can you confirm that this submittal is purely qualification based and there is no requirement for an approach or budget in the submittal?

Answer: The City will evaluate proposal based on submittal requirements and evaluation criteria.

Question: What community input will this plan integrate for the needs assessment? Will the scope of work include consultant-led stakeholders or community engagement?

Answer: The plan will be driven by community engagement. The consultant will be responsible for leading in-person community engagement events.

Question: The evaluation criteria call for applicable experience with diverse communities. Please explain, are you looking for examples of experiences with community engagement methods that include diverse community members in the plan creation process or for plan recommendations created with diverse needs and interests in mind?

Answer: The City of SeaTac is a highly diverse community; the recommendations should be created to reflect the diverse interests and desires, as expressed by the residents. If your agency has experience with community engagement methods that include diverse community members in the plan creation process, please include it in your proposal.

Question: Is the primary audience of the plan document City Council to direct capital investments and operations needs and for Parks and Recreation Department staff implementation? Or is the desire for a public facing document to excite the community and provide transparency?

Answer: The plan would serve all three audiences. The Council will be adopting it as policy and direction for the Department. The City's Parks & Recreation Department will have a system wide plan to be operationalized through community driven goals, objectives and implementation strategies, with timelines, and the residents would see their collective voice represented in the initiatives, providing transparency, anticipation and excitement.

Question: Is the estimated project budget able to be increased to match the scope of work and desired outcomes?

Answer: If your firm is selected your contract budget will be negotiated with the City, and the City's estimated budget is listed within the RFP within the range of \$99,00-\$115,000.

Question: Is there preference for a local firm? Or is virtual participation possible for the potential ten legislative process meetings?

Answer: There is no preference. Virtual participation is possible through our hybrid legislative meetings process; community outreach and engagement will be in person.

Question: Can you confirm that a 'scope of work' is not required for this proposal?

Answer: A Scope of Work is outlined in the RFP and is not a requirement per the evaluation criteria. Firms are encouraged to submit examples of past PROS, capital facilities, asset management plans, community outreach in like communities, etc. And provide each team member's experience in the preliminary scope of work.

Question: Can you elaborate on what "risk management" support is needed?

Answer: The firm will have experience in applying risk management principles to the outlined Scope of Work and have applied these principles to the areas identified in the RFP.

Question: What forms of engagement does the City anticipate for this project (i.e., surveys, public meetings, focus groups, etc.)? Is there a need for translation services, and if so, for which languages?

Answer: The consultant will be responsible for leading community engagement events and ensuring statistically valid data, via surveys or other community modes of feedback. Translation services will be provided by the City in SeaTac's top five languages.

Question: Can you provide more information on what the expectations will be for consultants aiding in the accreditation process along with ensuring that the PROS will successfully align with its standards?

Answer: The consultant will be expected to have an understanding of the CAPRA accreditation standards to ensure the City's PROS Plan aligns with those standards while meeting the requirements of federal, state and local law funding programs.