



ADDENDUM #1

PUBLIC OUTREACH – COMPREHENSIVE PLAN UPDATE

RFP #15/16-003

SUBMITTALS DUE NOT LATER THAN: 4:00 PM ON JULY 15, 2015

This addendum is issued to answer specific requests for further information submitted by potential proposers through 7/7/15. Clarifications are offered in a question/answer format:

- 1. Has the City identified a budget for the work to be performed by the consulting team?**

City Response: *The budget for the Public Outreach is \$100,000 however a portion may have to be used to cover significant costs for the public noticing required by state law and will be performed by the City.*

- 2. In the Submittal Parameters, the “use of digital media campaigns” is referenced. Can you please elaborate on what it means by this?**

City Response: *Digital media campaigns references the use of a mix of different electronic formats for public engagement. This could include using computer surveys, social media formats, public involvement software, smart phone applications, etc.*

- 3. Are the consultants expected to conduct public meetings/events in person with City Staff and be present to help run that part of the engagement process?**

City Response: *Yes, the City wants to use the consulting team to facilitate certain public meetings/events. The City staff will attend the meetings/events, in a support capacity. The City believes that with a facilitator who is not staff, there could be more engagement and open comments.*

- 4. Is a deliverable/product expected from the consultants at the end of the outreach and engagement process that will summarize the input gathered? If so, in what format?**

City Response: *The deliverable(s) expected from the consulting team throughout the process and at the end would include written summaries of the gathered ideas and comments from the public engagement, both digital and workshops/meetings. The final deliverable would be a written document summarizing the public input including analysis of the data/information gathered and visioning/scenarios. It should include suggestions to staff on what direction(s) the Comprehensive Plan should take.*

5. Is there a more detailed schedule the City wishes to follow or does the City want to hear from consultants on what the outreach and engagement schedule should look like?

City Response: *The parameters for the public outreach and engagement schedule are that the City anticipates starting in late August / early September 2015. The City Council and City Manager have set a goal of adopting the Comprehensive Plan by August 2016. The consulting team would have to complete the public outreach portion in spring 2016 in order to give staff time to complete the Comprehensive Plan. As for the timing of different types of public outreach, the City would like the consulting team to propose timing and public engagement strategy and techniques.*

6. Is there a more detailed scope for the full Comprehensive Plan process that is available for review?

City Response: *Staff is still working on updating and finalizing the outline for the comprehensive plan. Staff plans to have the final outline and schedule completed prior to the hiring of the public outreach consultant.*

7. Are you expecting us to provide cost estimates for our proposal?

City Response: *The initial rating and selection process will be a “qualification-based selection.” To that end, pricing data is not required at this stage, though proposers may provide pricing if they choose to. Once rankings are completed, the City will enter in to negotiations with the best ranked firm for the purpose of defining a best/final offer that includes all costs for the defined scope of work, within the City’s budget for this activity.*

Please note and adjust your proposal according to the revisions, additions, deletions, clarifications or modifications as presented on this Addendum #1, which are made a part of this RFP. NOTE: This Addendum #1 (and any other addenda) should be signed by an authorized representative of the proposing firm in the space provided and submitted with your firm’s sealed proposal.

CONTRACTOR BUSINESS NAME

Dan Marran, C.P.M., CPPO
Contracts and Risk Manager

X_____
Authorized Signature

July 8, 2015

Printed Name of Person Signing