



RFP – Update to the Comprehensive Plan

Questions

Answers

General	Questions	Answers
	Are the questions/inquiries anonymous?	Yes.
1.	The RFP states there is some preference for those with experience in the region. Will the city entertain proposals from out of state?	Yes; we understand travel expenses will be an issue, and we anticipate team proposals that include a local or regional experience.
2.	What is the project budget?	The current budget is \$110,000 to \$120,000, including the grant to plan for Social Determinants of Health.
3.	Is an appendix for resumes allowed?	Appendices may be allowed if they are counted in the 15-page maximum, and in the maximum pages for the correlating component of the RFP.
4.	Qualifications of staff and experience scoring is different between the synopsis and the "RFP Format and Content" sections. (Synopsis says 20, proposal instructions text says 30). Please confirm which value/score is correct.	There is a maximum of 30 points for qualifications, knowledge, and experience described on page 5. <ul style="list-style-type: none"> - Item 2, planning with various social determinants of health has a maximum of 2 pages/10 points. - Item 3 has a maximum of 4 pages/20 points for more general experience, etc.
5.	Does the city envision, or require, specialized firms to participate in the update, in addition to those specializing in Comprehensive Planning?	We anticipate receiving proposals from multi-disciplinary firms with the necessary experience, as well as from teams with similar qualifications.
6.	How much city staff time do you anticipate during the project?	Difficult to predict as we have one staff dedicated full-time to planning, with support from others. Depending on development activity that may occur during the life of the project time may range from 10 to 25 or more hours per week.
7.	What is the expected time horizon for the Plan?	Approximately 20 years.
8.	In addition to the steering committee, would any additional specific topic committees be anticipated?	Yes; the work plan may include, or have a contingency, for a subcommittee or ad hoc committee as needed.