



June 24, 2022

RFQ 9000-071222

Comprehensive Plan

ADDENDUM 1

The intent of this addendum is to change or clarify specifications and to provide responses to submitted questions as follows:

QUESTIONS & RESPONSES:

1. In the proposed 2022-2023 operating budget there is \$78,000 planning fees. Is this amount allocated for the comprehensive plan? If not, is there a different budget? What is the budget for this planning project or is there one the City can share?
 - **The amount mentioned in this question (78K) is not the actual budgeted amount. Once a firm is selected through this Selection Process (RFQ), the scope of work and contract amount will be negotiated with the selected firm.**
2. For the Task 2.0 Long-Range Plan Policy Audit, is the presentation to the City Council part of the 1-2 events, or would this be a potential 3rd event?
 - **The number of meetings is not an absolute and it can be discussed and negotiated after a consultant is selected.**
3. For the Task 5.0 Scenario Planning, is it a requirement that the consultants utilize the City's CommunityViz software, or can another approach be utilized?
 - **This is not a requirement, but the City has purchased CommunityViz software, so that is why it was suggested. Another approach to scenario planning can be considered.**
4. For the Task 7: Plan Adoption, it is stated that the City wants a web-based plan and "not a printed document." However, this task also includes the "preparation of a public hearing draft." What sort of format would that draft be in if it is not a printed document?
 - **This can be discussed and worked out once a consultant is selected. The plan will need to be able to be shared in some format so that it can be reviewed and adopted.**

5. Is market analysis something that will be needed as part of this project? If so, what sectors might need analysis (housing, retail, industrial, etc.), and would that work need to tie in with economic development and/or fiscal issues?
 - **This was not anticipated, but it can be discussed as an option during the scoping of the project.**
6. To make this plan a web-based plan, can the City do the work on the website if the consultants provide the needed content (text and graphics)?
 - **The city does maintain its website, so this can be done. The selected consultant will need to work with City staff to ensure the appropriate formats are used.**
7. For the Submission Guidelines, Item c) Project Team & Project Management asks for “brief resumes.” Given the page number limits, are bios acceptable that might include more than one bio per page, as opposed to conventional one-page resumes for each person profiled?
 - **Yes, this would be fully acceptable!**
8. For the Submission Guidelines, Item d) Project Schedule, is the City asking for the following: 1) a schedule for the project based upon each task; and 2) an estimated workload for each consultant with respect to other projects?
 - **1) No**
 - **2) Yes, you need to demonstrate the capacity to carry out the anticipated work.**
9. Page 9 of the RFQ states to use 12 pt. font in our response. Can we use a larger font size for header/page titles and smaller font size for footers/charts?
 - **Yes, this would be fully acceptable.**
10. Page 10 of the RFQ states to include a copy of our firm’s COI. Will this form be excluded from the 20-page limit?
 - **Yes, excluded. COI does not count towards page count.**
11. Will the City provide the standard High Point Contract for Professional Services to review as part of the RFQ? The language on Page 9, section *Submission Guidelines: Terms and Conditions of the Contract*, requires confirmation of no objection to the contract terms.
 - **No, (Page 9 Paragraph e) Terms and Conditions of the Contract, asks for any special or unusual contract conditions or limitations that the City should be made aware of. The contract for professional services is not provided at this time and it will be shared once a firm is selected.**

Please sign and return one (1) copy of this addendum with your proposal to confirm that you have received and acknowledged the provided information.

Erik Conti, Purchasing Manager
Purchasing Department
336-883-3222

Company: _____

Address: _____

Signature: _____ Date: _____

Email: _____

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