

# Addendum #1



## Project Information

<b>Project Name:</b>	East Greeley Community Subarea Plan
<b>RFQ Number:</b>	F24-10-087
<b>Date:</b>	October 24, 2024
<b>Project Manager:</b>	Don Threewitt

## Addendum Items & Questions

<b>Item #1</b>	All digital deliverables shall comply with State of Colorado accessibility standards.
<b>Question #1</b>	During the pre-qualification meeting, it was mentioned that this area has a number of catalytic projects in progress and slated for the future. Other than the plan efforts noted in the RFQ, can you provide any more information about those projects that we should be aware of?
<b>Answer</b>	Projects in the design phase (prior to application) are not disclosed to the public. Active development applications may be viewed with our E-trackit portal. The selected consultant will be briefed on all area projects on or before project kickoff.
<b>Question #2</b>	Will the City of Greeley be establishing a formal citizens appointed advisory group for this study?
<b>Answer</b>	The Greeley Planning Commission is the formal appointed advisory group. An east area plan will include an informal stakeholder advisory group that participants would voluntarily join.
<b>Question #3</b>	Does the City anticipate the consultant team to include a zoning code specialist to develop new zone district or form-based code outcomes to address technical zoning language content and exhibits, or is the subarea to stay at a higher policy recommendation level of analysis to recommend conceptual zone classifications based on proposed land uses?
<b>Answer</b>	The subarea plan should stay at a higher policy recommendation level of analysis to recommend conceptual zone classifications based on proposed land uses. That is the initial expectation within this scope. Development of specific zone districts, etc. would fall outside of this scope of work.
<b>Question #4</b>	What is the expected deliverable with respect to the zoning discussion?
<b>Answer</b>	See above. Recommendation of zone districts, overlays, form-based, etc. are expected to be limited to policy-level concepts and suggested components. Specific district design, classification, vetting, and adoption processes are outside the scope of this work.

<b>Question #5</b>	Please clarify the role and extent that the Northern Colorado University (and Airport Authority) will play in the East Greeley Subarea Plan? Will the City take a lead role in coordinating required intra-agency meetings?
<b>Answer</b>	A mutually developed communication strategy will be developed at the start of this effort, ultimately approved by the City's Communication and Engagement department. Key stakeholders will be identified and their role and extent would be mutually agreed upon among the entity, the city, and the selected consultant. Greeley is working toward a collective, collaborative, multi-project approach to community outreach and input. Larger meeting coordination will be primarily a city function, where individual interviews may be coordinated by the consultant.
<b>Question #6</b>	Please clarify the number of site locations that may require further site study and the types of illustrated renderings that are expected, depending on the type of renderings (hand-drawn sketch, digital and/or artist style renderings will have a direct impact on client expectations and fee).
<b>Answer</b>	The expectation is to include sufficient graphic representation of key elements and components of the plan at a conceptual level. The objective is to support the plan's primary themes with non-verbal communication, and to provide cues from which to build further work. For example, gateway design standards and component forms would be fully articulated in a follow-up project, but this plan should provide elements and concepts to inform the future work. Rendering quantity, type, and format are left to the proposer's discretion. Alternative text will be required for all images used and/or developed through this process in any digital deliverables.
<b>Question #7</b>	Is a historic/ cultural resource and environmental specialist required in order to achieve your subarea plan objectives? Will further technical assessments be required by these specialist to inform the plan, or will the city rely on current available data online?
<b>Answer</b>	Historic/cultural resources and environmental specialists are not required to meet subarea plan objectives. If any specialized topics are identified within the project, recommendations for further investigation will likely suffice.
<b>Question #8</b>	Will language translation services and / or a 3rd party website be required? If so, what will the City's role be to provide these outreach requirements?
<b>Answer</b>	A multi-lingual communication strategy, at least bilingual (Spanish, English) is an expectation for this project. Outreach media and materials should meet target audience communication preferences, and it is expected that the proposal would include such services and deliverables. The city will not provide translation services, but bilingual staff may attend meetings and events. Inclusivity and Accessibility are key considerations for City of Greeley services and projects.
<b>Question #9</b>	Does the City have an up-to-date database of property ownership and select stakeholders in the study area? Has a defined group of stakeholders been established for this study? If not, will the City be responsible for defining these groups and contact information?
<b>Answer</b>	The Weld County Assessor website contains up to date property owner information. A stakeholder group has not been defined, and is likely to evolve as the project unfolds.
<b>Question #10</b>	Will the City provide staff support for logistics (room rental, refreshments, social media and print collateral) to help advertise planned events or are you expecting the consultant team to provide for all direct and indirect costs?

<b>Answer</b>	Logistics and meeting support will be negotiated with the selected consultant. We anticipate a variety of outreach methods and formats in the proposals, and do not want to constrain the proposers' creativity or planned outreach efforts with details of logistics.
<b>Question #11</b>	Please clarify what the City's role will be for outreach and engagement and with volunteer boards and commissions and city council meetings?
<b>Answer</b>	The city will schedule, coordinate, and facilitate all meetings with City boards and commissions, as well as city council work sessions and hearings. It may be necessary for the consultant to attend and/or present, either with or on behalf of staff.
<b>Question #12</b>	Will this RFQ process be a 2 step process where one consultant is selected to negotiate a scope and fee, or will multiple consultants be selected to advance to a second phase of the process?
<b>Answer</b>	We anticipate that scope and fee negotiations will be conducted with a single preferred vendor identified through the initial selection process.
<b>Question #13</b>	This is potentially a 20–21-month long project. If a project budget line item is available in the City's FY 2024–2026 Community Development Department and the Public Works Department's capital budget program, can this information be made available to the consultant teams interested in this project?
<b>Answer</b>	At this time the budget information cannot be shared.
<b>Question #14</b>	Can you clarify the requirements for SAM.gov registration? Will federal funds be used for this project?
<b>Answer</b>	Please visit <a href="https://www.sam.gov/content/entity-registration">SAM.gov/content/entity-registration</a> for requirements and registration. SAM.gov registration is required for all city vendors for services over \$25,000, whether or not they are Federally funded projects. At this time, this project is not Federally funded. The selected consultant is expected to register on or before contract execution.
<b>Question #15</b>	Can you please share estimated budget for this contract?
<b>Answer</b>	At this time the budget information cannot be shared.
<b>Question #16</b>	Are respondents required to be registered with SAM.gov? If no, how do you prefer we provide evidence of a clean record? This in reference to item L. Minimum Mandatory Qualifications of Offeror on page 10 of 23 of the RFQ
<b>Answer</b>	Per question 14, SAM.gov registration is required. At this time, this project is not Federally funded.