



ADDENDUM NO. 2

To: All Interested Firms and Consultants

From: Nathan Schauf, City Administrator

Date: November 30, 2023

Re: RFP for Comprehensive Plan Update – Addendum No. 2

Please accept this addendum as a list of additional questions received via email and answers to those questions.

1. I do not see a copy of the current comp plan on the City's website. Can a PDF of the current comp plan be made available?

Yes, the Comprehensive Plan that was adopted in 2010 is available to interested parties in PDF. Please contact the City Administrator via email to receive a copy.

2. Does the City have a regular communication channel with residents (i.e. mailed newsletters, bills, or email blasts)?

Yes, the City sends a quarterly sanitation bill to all residential properties in the city. It would be a simple task to include a flyer, mailer, survey, or newsletter with the sanitation bills. The City also frequently uses its Facebook page and website to make posts and share updates about various events, projects, and happenings.

3. Does the City have a preferred schedule for the planning process?

The City would like the entire project to be completed in 12 – 15 months and is relying on the proposers to submit a realistic and achievable timeline.

4. Who is expected to be part of the City review and interview committee?

Membership of the committee is not finalized, yet but, the City expects the committee to be comprised of two or three staff members, a representative from the Planning & Zoning Commission, and a representative from the Board of Aldermen.