



ADDENDUM NO. 1

To: All Interested Firms and Consultants

From: Nathan Schauf, City Administrator

Date: November 21, 2023

Re: RFP for Comprehensive Plan Update – Addendum No. 1

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

1. Can interested parties meet with City staff before submitting a proposal?

Yes, interested parties can meet with the City Administrator in a “meet-and-greet” style setting. Aside from general information and discussion, any specific questions about this RFP or process will need to be submitted via email and the City’s official response will be provided via addendum. Please contact the City Administrator via email to schedule a meeting.

2. What are the primary challenges faced by the city (that you’re hoping are addressed through this project)?

As mentioned in the RFP, the City last updated its Comprehensive Plan over ten years ago and the time has come to update it. The City has experienced growth and development since the last update, and wants to make a plan for the future.

3. What is the preferred project timeline?

Ideally, this project would begin in early 2024 and finish in either late 2024 or early 2025. As described in the RFP, all proposals must include a total proposed project timeline. The City is open for feedback from the proposers regarding the timeline.

4. Does the city have an identified budget for this effort? Understanding the budget (even a range) is extremely helpful to ensure we scope/approach the project in a mutually beneficial manner.

The City expects to spend between \$60,000 and \$120,000 total for this project.

5. Would the city be willing to phase/separate the project into a comprehensive planning effort, and then followed by the zoning code/map and land use table update effort?

The City is willing to consider phases, but not if the second phase does not immediately follow the first. The City does not necessarily expect both efforts to be completed at the same time, but there should not be significant time between the comprehensive planning effort and the zoning code/map and land use table effort.