

ADDENDUM NO. 1

TO THE REQUEST FOR QUALIFICATIONS

Professional Services to Update Homer’s Comprehensive Plan and Title 21 Zoning and Planning Code

CITY OF HOMER, ALASKA

Addendum Issue Date: 11/15/2022

RFP/ITB/RFQ Submittal Date: Friday, December 9, 2022 at 4:30 p.m.

Previous Addenda Issued: None

Issued By: Ryan Foster
Special Projects Coordinator, Administration
City of Homer

Notice to RFP/ITB/RFQ Submitters:

Submitters must **acknowledge receipt of this addendum** by one of the following methods:

- (1) By acknowledging receipt of this addendum in the RFP/ITB/RFQ cover letter when Proposal/Bid/Qualifications is submitted.
- (2) By email or facsimile which includes a reference to the project and addendum number.
- (3) By including the Addenda Acknowledgement Form with the proposal/bid.

The RFP/ITB/RFQ submittals require acknowledgment individually of all addenda to the RFP/ITB/RFQ. Any RFP’s/ITB’s/RFQ’s received without acknowledgment of receipt of addenda may be rejected prior to evaluation

The documents for the above project are amended as follows (all other terms and condition remain unchanged):

- 1. Can you clarify the proposed functions of the “Design Lead” listed under the Evaluation Criteria section on page 5 of the RFQ? For example, is this a mapping lead, document production lead, planning lead, or some other anticipated role?**

A Design Lead (often a planner, urban designer, or landscape architect) provides expertise in design related topics such as form, layout, and density, and may lead exercises related to design topics in public outreach events such as design workshops or development of plan alternatives. Page 2 of the Draft RFP states design related topics such as housing, parking, density, form/layout, building height, sustainability, mobility/connectivity, and coordinating with the motorized and non-motorized transportation in the Master Transportation Plan.

- 2. Can you provide some additional guidance on how you would like respondents to respond to item f under evaluation criteria, “Information demonstrating team’s record of performance with cost control and project scheduling”? Since this represents 20% of**

scoring, we want to ensure we are responding to this request in a consistent, thorough way.

Any information or documentation that demonstrates effective cost control (staying on budget) and project scheduling (meeting project deadlines). Possible documentation could be project schedules, scope of work, or client testimonials from past successful projects.

3. What is the approximate anticipated timeline for Stage 1 RFQ scoring and Stage 2 RFP development?

The approximate Stage 1 RFQ scoring and notification is mid-December 2022. The approximate Stage 2 RFP development is mid-December 2022 to mid-January 2023.

4. What are the desired chapters/focus areas for the comprehensive plan update? Specifically, does the City anticipate the same focus areas as the 2018 plan (Land Use, Transportation, Public Services & Facilities, Economic Vitality, Energy), or a different structure? We recognize the RFP identifies proposed topics such as housing and parking, but it does not identify proposed chapters.

Chapters of the Comprehensive Plan would be proposed by the consultant team and developed in conjunction with City staff at the time of plan development. While topics from the 2018 Comprehensive Plan may be brought into the new plan, the structure of the new plan is not beholden to it, but rather should be designed as the best fit/structure for the new plan. Potential comprehensive plan chapters/focus areas will also result from visioning, goals, and objectives created in the public outreach event stage of the project.

5. Request for Qualifications due date postponement to allow response and receipt of submittals.

The Request for Qualifications due date has been extended to Friday, December 9, 2022 at 4:30 p.m.