

The following questions have been asked regarding the RFP for the Development Code Rewrite. The City response is in *red italics* below the question.

1. Proposal Content item #3 states that:

“The resumes should clearly demonstrate each individual's qualifications and professional experience with municipal transportation planning projects. “

It is common and expected for resumes and materials to demonstrate experience and success with similar code projects so I expected this to be “municipal development code writing projects.” We have experience integrating transportation plans and comp plan transportation actions and goals into codes, and writing elements for plans. Will transportation will be the primary focus of the code rewrite and must each member of the team need to demonstrate experience as transportation planners?

*This is a typo. That should read as you indicate, “with experience with similar projects.”
A revision has been issued 2/26/2020.*

2. The NADC appears to include 20 articles and seven appendices. Will the rewrite include all of those items or only some? Most importantly, will it include appendices D-G (construction standards, erosion and sediment control, stormwater quality, and stormwater system design standards)?

The rewrite will focus on the 20 articles but I have no doubt it will eventually include the appendices as well.

1. We see on the City's website a planned "Overlay Study" and note that the first listed "overarching goal" on page 1 of the RFP is regulations regarding the "current Overlay Districts and Downtown." Does this RFP include the planned "Overlay Study" or is that a separate project from this one?

We are unsure of the origin of the "Overlay Study" – there is no current project regarding the overlay on its own. The current overlays are contained within the Development Code and will be subject to the revisions.

2. About how many meetings does the City wish to include in the project, as to public workshops, steering committees, the Planning Commission, and the City Council?

A recommendation from the consultant should be included in the proposal.

3. Please confirm that the consultant is responsible for preparing any needed updates to the City's GIS data and zoning map, and clarify whether any GIS-related tasks will be handled by City staff.

Staff does not anticipate significant revisions to existing zoning or other existing maps as a part of this revision. However, the amount of staff support will depend on the nature of the revisions. Simple map generation may be handled in house, but complex studies or analysis may need to be handled by the consultant.

4. Does the City anticipate adding more graphics/ illustrations to the Development Code?

Yes, as long as the addition of graphics/illustration provides needed clarity to the document.

5. Will the City continue to post Q&A online as questions are received/answered, prior to March 30? Or will the City post all Q&A at once on March 30?

We will continue to post questions as they are received in order to provide the same information to all potential consultants. Bidders will have until March 30 to submit questions and expect an answer prior to the due date.

1. With the recent events related to the coronavirus, we know that many local governments are operating with minimal staff and are having to prioritize staff work load. With that in mind, I am checking to be sure that the deadline for the request for proposals for the comprehensive update of the City's Development Code has not been changed. The deadline listed for the RFP is March 31 at 5 p.m.

The submittal requirements and due date have not changed. As stated in the RFP, the bid opening day or time may change as needed. We will post any changes to the opening here.

Proposals remain due by 5:00 p.m. Tuesday, March 31, 2020.