



## **ADDENDUM # 1 SOLICITATION RFQu# 2021-20**

### **Comprehensive Plan Update and Planning Services**

This addendum is being issued to announce, revise, clarify and address questions or certain issues that have occurred since the solicitation was originally issued. This addendum will also provide the link to the public bid opening.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Contractor. It is the Contractor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed by noting the total number of addenda on the Signatory Sheet (e.g. Addenda 1 of 1). Failure of a Contractor to acknowledge each addendum may prevent the bid from being considered for award and deem the Contractor as non-responsive.

#### **Public Bid Opening**

For a Request for Qualifications, the Town will announce the names of vendors who provided timely submissions via Vendor Registry. As a reminder, the Vendor Registry system will not accept late submissions. The link to the public bid opening is below:

<https://zoom.us/j/93723057591?pwd=M1YvVXdqZmtVOWFwOEdqalBzMZqUT09>

Meeting ID: 937 2305 7591

Passcode: 2EYCNj

#### **Q & A**

**Question 1:** We noticed that in 2014, a Comprehensive Plan audit report was produced as a precursor to the plan's 5-year update. No such audit is mentioned in this RFP, although some sense of a performance evaluation comes through in several of the tasks. Could you confirm that there is no audit report, as such, required as part of this update?

**Response:** While there is a 2014 audit, it is intended that the 2020-2021 Comprehensive Plan will be a completely new document and not based off of the previous audit. For your reference, the 2014 audit is uploaded together with this addendum.

**Question 2:** In describing the organizational structure of the planning process, p. 2 of the RFP mentions "Stakeholder Groups" as one of the components and indicates that they "Serve as an advisory group to Town Council and the Planning Commission to assist in the development of the Comprehensive Plan." Could you clarify (1) who are considered "stakeholder groups" in this case and (2) is there an established committee, task force or

other formal entity with stakeholder group representation already in place? If not, is that something that the Town would wish to see as part of this process?

Response: Stakeholder groups will consist of various citizens and interest groups in the community. There is no established committee, task force or other entity in place at this time. Town staff will assist in finding and selecting the various groups.

**Question 3:** What is the budget or range for this project? Does that include outreach?

Response: Please see Section 1 of the Request for Qualifications, second to last paragraph in the section. It includes all required activities.

**All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this solicitation or their response at any time during the solicitation and award process. Any such contact may be cause for rejection of your submittal.**