

Request for Proposals
Avondale Tourism and Destination Planning
RFP ED 21-017

A Non-Mandatory pre-submittal conference was held for this Request for Proposals on September 22, 2020, via Zoom meetings. City staff in attendance included Economic Development Department Representatives and Senior Buyer, Loretta Browning. Inquiries regarding this solicitation were due in writing no later than September 28, 2020.

Questions Received by the Last Date of Inquiries include the following:

1. Can you please clarify what the long-term scope includes? In other words, after the plan is developed, what do implementation and beyond that look like?

Answer: The RFP outlines the specific scope of the project. It is required that all submissions address those specific items if they wish to be considered for selection. However, if the applicant would like to add additional information regarding services for implementing their submission, it is recommended to be done in a separate section of the submission along with a timeline and cost. (See section Proposal Format, Approach to Work D.2 and D.3 in formulating your Proposal response.) Applications will only be scored on the items detailed in the RFP.

2. Hello, I received a copy of your Tourism and Destination Planning RFP, and I would like to participate. Are there any question and answer documents that are available for prospective bidders based on the September 22 or September 28 teleconferences? Thank you for your time.

Answer: Yes, the City has made all the information shared during the Pre-Submittal Conference available as *Addition(s)* to the RFP Documents on Vendor Registry, including this Questions and Answers document.

3. Are you able to provide us with any budget constraints associated with this scope of work?

Answer: The City is evaluating the submissions based on many factors including experience, timeline, process, and presentation. Cost is factor but will not be primary driver for making a selection. It is recommended that each vendor submit their best work and strongest proposal.

Clarification: The Fee Proposal is to be attached as a separate PDF document and in the format describe in the RFP document.

4. Are you open to alternative approaches to setting the strategic direction of your tourism department that is not included in your scope of work?

Answer: At a minimum, the proposed services must meet the requirements of the scope of work. See section Proposal Format, Approach to Work D.2 and D.3 in formulating your Proposal response.

5. In your adopted 2021 budget, there is a line item for tourism strategic planning (21376). Does the budget for this work fall solely under that line item? If so, is there a possibility of additional funds being secured if necessary?

Answer: Please see response to item 3. (above). The budget as set for this project shall include all details of the scope of work and in an amount not to exceed \$100,000.

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