

**RFP – Execution of Strategic Planning Process
Questions and Answers**

Question:

Would the City please elaborate on the expectations for public involvement during the discovery stage of the planning process? For example, does the City prefer that the focus groups be conducted virtually or in-person gatherings? Would the City be open to some combination of both?

Answer:

The City views public involvement as a very important part of the process. In-person gatherings are preferred, being mindful of COVID restrictions. A combination of virtual and in-person gatherings is a very viable option for input.

Question:

In our experience a best practice for conducting public engagement as part of a strategic planning process is to host or conduct a public education component before soliciting input from focus group participants. Would City staff be available and have the capacity to help plan and support a public education component?

Answer:

City staff will be available to support a public education component on a limited basis. Staff anticipate assisting the consultant with information gathering and historical context.

Question:

What is the City’s desired timeline for completion of the strategic plan? And, the implementation plan?

Answer:

The City desires to have a draft final of the strategic and implementation plan for City Council consideration when the draft 2011/2022 budget is presented to them on October 1. The final document is desired by October 31, to be included in the final budget considerations in November.

Question:

Can the City please share its budget for this project?

Answer:

A line item has not been established in the current budget for this project, discussions have reflected a cap of \$20,000.

Question:

In regards to the 20-page limit, would the City please elaborate on whether any of the following are included in that limit?

- a. Cover page
- b. Cover letter
- c. Table of Contents
- d. Work Samples

Answer:

The 20-page limit is inclusive.

Question:

In regards to the 11-point font size limit, would the City allow smaller font sizes for graphics, figures, and/or tables?

Answer:

Font smaller than 11-point is acceptable for graphs, etc.

Question:

Do you have a maximum file limit your e-mail can accept for proposals?

Answer:

Maximum file size is 100 megabytes.
