

**ADDENDUM 1**  
**CITY OF FAIRHOPE**

**RFP 001-21 Professional Planning Services ADCNR Grant #S1P17-FACP RE-BID**

*The questions below were asked of the original RFP 008-20 and have been issued as part of the re-bid process.*

QUESTION 1: Will the GIS contract and the Planning contract be managed by different Fairhope staff?

ANSWER 1: No, the management team will be the same. There may be different City staffers working on each contract, but management will be consistent.

QUESTION 2: Is there anything prohibiting or conflicting a firm for submitting qualifications on both 007 and 008? Can the qualifications be merged into one submittal?

ANSWER 2: No, nothing is prohibiting a firm from submitting for both contracts, but submittals cannot be merged into one.

QUESTION 3: Does the Brooks Act apply to these projects? i.e., engineering firms are chosen” based upon their competency, qualifications and experience rather than by price”?

ANSWER 3: Proposals will be evaluated and ranked on the basis of the following criteria:

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work- 20 points
2. Resources and availability- 20 points
3. Experience of proposed key personnel- 20 points
4. Previous experience in working with locality- 20 points
5. Cost of services to be provided- 20 points

Total possible points to be achieved: 100

For further information of the selection process, please refer to the Selection Process and Schedule section for the RFP.

QUESTION 4: What are your expectations in the costing section?

ANSWER 4: The grant award dictates the total expenditure for the project. Costing will be discussed more in depth for firms that qualify for second round evaluations.

QUESTION 5: Do you have a template for the costing?

ANSWER 5: No.

QUESTION 6: In both RFPS, seven copies are requested. Can you please clarify if all seven copies should have original signatures on the cover letter and forms. Or would you like one original and 6 copies?

ANSWER 6: All seven copies shall have original signatures.

QUESTION 7: In RFP008-20, Task 1 references “collecting and assessing data” as does the RFP007-20 scope of services. Can you please clarify if GIS tasks are expected in RFP008 or if you are intentionally wanting 2 separate firms to provide these Comprehensive Land Use Plan components.

ANSWER 7: The intent is not to explicitly have two firms working on collecting and assessing data redundantly. However, if two separate firms are selected there will need to be coordination in collecting and assessing data, therefore, it appears in the scope of service for both RFPs.

Furthermore, “collecting and assessing data” is a broad term. For example, assuming two separate firms are selected, the firm providing GIS services may collect and assess land use data, while at the same time the firm providing Planning Services may collect and assess citizen engagement data from surveys and other public engagement methodologies.

This should not be construed to suggest the same firm cannot be considered, and ultimately awarded, both contracts, but included as assurance to the City’s goals should two separate firms be selected.

QUESTION 8: For RFP007-20, do you anticipate the selected consultant would need to build a GIS tool specifically for Fairhope?

ANSWER 8: The city utilizes Esri ArcMap and ArcGIS Online as the main tools for our GIS needs. The ideal firm may need to assist City staff in the creation of some specific applications within an ESRI framework, but we will not be starting from scratch

QUESTION 9: Per the SEP plan project #17 the Comprehensive Land Use Planning project funding stated - \$669,500 (100% - Planning). Is there a different fund for GIS?

ANSWER 9: No. The \$669,500 is the total grant award for this project which will be divided between Project Management, GIS Services-data collection and assessment, and Community Engagement and Plan Development.

QUESTION 10: Is data collection anticipated as part of this agreement?

ANSWER 10: Yes, we foresee some data collection will be needed. In general, data needed to support good planning decisions exists and is available from multiple sources. There will be a need to gather and consolidate multi-point data into a central repository. From there, we can evaluate what data is available and see if we have a need for further data collection specific to Fairhope and surrounding communities.

QUESTION 11: Will the City be able to provide support personnel to assist with field collection of data?

ANSWER 11: Yes, we will be able to assist.

QUESTION 12: Does the city maintain existing land use data? And if so, when was the data last collected?

QUESTION 12: Zoning, Watersheds, and Jurisdictional Boundaries are kept up to date. In addition, our Public Utilities are being digitized and updated daily. Parcels, street centerlines, address points, contours, aerials, etc. used by the City of Fairhope are maintained by Baldwin County.

QUESTION 13: If a separate consultant is selected for RFP 007-20, will the selected planning consultant be able to work directly with the selected GIS consultant or work through the City to manage the GIS consultant's scope, deliverables, and schedule?

ANSWER 13: If separate firms are selected, consultants will be expected to work together to meet scope, deliverables, and schedule. That work will be under the guidance of the City of Fairhope, but it is not our expectations that all communication flows through the City of Fairhope.

QUESTION 14: Is there a minimum DBE percentage for the Planning consultant?

ANSWER 14: No.

QUESTION 15: Would the City of Fairhope prefer a Professional Planner with a planning certification or would a Professional Landscape Architect, or other professional, with the appropriate experience be acceptable?

ANSWER 15: While the City would prefer a Professional Planner, experience and make-up of the candidate may compensate for a Professional Planner degree.

Ultimately, candidates will be evaluated on the basis of the following criteria:

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work- 20 points
2. Resources and availability- 20 points
3. Experience of proposed key personnel- 20 points
4. Previous experience in working with locality- 20 points
5. Cost of services to be provided- 20 points

The ideal candidate will have knowledge and experience nationally, especially regarding tools and solutions implemented by other municipalities dealing with similar issues described in the Scope of Work. At the same time, the ideal candidate will have experience with issues unique to the Fairhope area. It may be necessary, and the City is not opposed to, the use of subconsultants to complete a team that is capable of adequately addressing the Scope of Work and providing the desired experience.

Bidders are to sign and include signed Addendum 1 with submitted bid documents.

Acknowledged:

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Company

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By

Purchasing Manager

City of Fairhope

Posted: 10/19/2020