

City of Florence
Goal 9 & Goal 10 RFP

Questions & Answers
February 9, 2017

1. What types of alternatives are you thinking about considering or evaluating in the *Preparation of Alternatives* and *Analyzing Alternatives* tasks? This is a carryover from the Sherwood example I was using. Please ignore.
2. Do you plan to meet with your Planning Commission or City Council during this project, either to brief them during the process or to approve or adopt the reports and recommendations at the end of the project, and do you expect your consultant to attend those meetings? Similarly, do you expect to adopt amendments to your Comp Plan and/or Development Code as part of this effort or as a follow-up activity? The PC and CC will have one or more joint worksessions on the process/policy changes prior to public hearings. A consultant representative(s) should plan to attend the 1st evidentiary public hearing which will likely consist of a joint hearing with PC & CC in attendance. Prepare to share the expense involved with additional meetings should the hearing be continued. Early on the CC will appoint at least one ad-hoc committee to assist on this project. They will be expected to assist with any leg work needed on the inventory portion and provide input on revised Chapters 9 & 10 of the Comp Plan. The committee(s) will be made up of representatives of the CC & PC and relative stakeholders (developers, finance, realtors, business) -- some for their interest in housing, others for job creation and others for both. A consultant rep should plan to present at least twice with this group(s). If two they would meet on the same day. The process should also include an open house for the public...mainly for the housing analysis portion...but Goal 9 will be of interest as well. The community interest driving this project is looking at different housing types (smaller PUD style-cottages, ADUs). There is significant pressure to convert Commercial and Industrial lands.
3. Do you anticipate community engagement activities to be oriented more towards organized community groups or stakeholders (e.g., the chamber of commerce, local developers, etc.) or to the general public? See above. Stakeholders and community groups would receive direct mailers from the city inviting participation at the open house. We could coordinate targeted meetings earlier in the day of the open house also.
4. What is the City's budget for this project? We budgeted 50k. This may be flexible especially since the process will extend into the next fiscal year.
5. Under 1. *Introductory Requirements* b. it asks for project understanding and approach with a maximum of 3 pages. Number 3. *Project Approach, Schedule and Presentation* asks for similar information with a max of 9 pages. How would you like these sections to

differ? Is it possible to combine these sections? The intent for it in the Introductory Requirement section is to be used as a sort of Executive Summary. Section b of Section 1 can be combined Section 3 which would then be permitted to have 12 pages. Section 1 would then be reduced to 2 pages.

6. Also, is it possible to include the references in the same section as the experience, next to their project descriptions? Yes. The "General Information" section would then be permitted to have 5 pages, and there would be no "References" section. Please include a cover sheet to the Letter of interest indicating any areas to which sections were combined. Or if room and tone permits you can include it in the letter of interest.
7. Can you provide a list of the existing GIS shapefile layers that can be provided for the BLI? The GIS Tech is a newer position in the Public Works Department so her effort has been adding and updating utility layers. At this point we have zoning and map and tax lot layers. She is working to obtain other layers from PSU related to census and perhaps from Lane Council of Governments. She may be available for assistance as she has worked on GIS land inventory work previously. This is new information received this week and so it is just put out there with no decision on how or if she will be used to assist a consultant in this project.
8. Is there a desired work schedule for the work elements? 6 mos. to 1 year. 6 -8 mos. preferably.
9. Are there non-local (e.g., state grants) being utilized to fund this work effort? Are there schedule milestones related to such grants? No.
10. Is there a project advisory committee that the City will formulate to work with the consultant team? Is there a desired number of meetings to be held with this TAC? What agencies or members will be part of the TAC? Yes. The Planning Commission and City Council will have one or more joint worksessions on the process/policy changes prior to public hearings. A consultant representative(s) should plan to attend the 1st evidentiary public hearing which will likely consist of a joint hearing with PC & CC in attendance. Prepare to share the expense involved with additional meetings should the hearing be continued. Early on the CC will appoint at least one ad-hoc committee to assist on this project. They will be expected to assist with any leg work needed on the inventory portion and provide input on revised Chapters 9 & 10 of the Comp Plan. The committee(s) will be made up of representatives of the CC & PC and relative stakeholders (developers, finance, realtors, business) -- some for their interest in housing, others for job creation and others for both. A consultant rep should plan to present at least twice with this group(s). If two committees, they would meet on the same day. The process should also include an open house for the public...mainly for the housing analysis portion...but Goal 9 will be of interest as well. The community interest driving this project is looking at different

housing types (smaller PUD style-cottages, ADUs). There is significant pressure to convert Commercial and Industrial lands.

- 11.** With regard to the request on page 2 of the RFP for the consultant to “assess economic impacts of recently implemented commercial development code standards” please elaborate on what specific code was changed, and whether you desire the economic analysis to be conducted from a private (property/business owner) or public perspective or both perspectives? Landscaping, Lighting & Stormwater primarily. Access and circulation if after the consultant looks at it that it seems too far out in left field. Developer for all and lighting for property/business owner.
- 12.** With regard to interviews on Feb. 16 or Feb 17, will these be in person or conducted via teleconference? At the convenience/availability of the firm(s).
- 13.** In the "Suggested elements to the Scope of Work" on Page 4, what type of analysis were you expecting for an alternatives analysis, given that this is not an area plan. This is a carryover from the Sherwood example I was using. Please ignore.
- 14.** What types of public participation are you looking for on the project? The PC and CC will have one or more joint worksessions on the process/policy changes prior to public hearings. A consultant representative(s) should plan to attend the 1st evidentiary public hearing which will likely consist of a joint hearing with PC & CC in attendance. Prepare to share the expense involved with additional meetings should the hearing be continued. Early on the CC will appoint at least one ad-hoc committee to assist on this project. They will be expected to assist with any leg work needed on the inventory portion and provide input on revised Chapters 9 & 10 of the Comp Plan. The committee(s) will be made up of representatives of the CC & PC and relative stakeholders (developers, finance, realtors, business) -- some for their interest in housing, others for job creation and others for both. A consultant rep should plan to present at least twice with this group(s). If two they would meet on the same day. The process should also include an open house for the public...mainly for the housing analysis portion...but Goal 9 will be of interest as well.
- 15.** What is the approximate schedule and budget for the project? We budgeted 50k. This may be flexible especially since the process will extend into the next fiscal year. Schedule is 6 mos. to 1 year. 6-8 mos. preferably.