

July 6, 2016

RFP#CED06102016



City of Hyattsville – RFP Amendment #1



Request for Proposal

Community Planning Facilitation
and Strategic Planning Consulting
Services

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

The following are formal responses to questions submitted regarding RFP#CED06102016. The responses are limited to addressing questions that the City believes are relevant to the solicitation, are not addressed in the RFP document and may substantially impact the details of respective responses:

Question 1: The RFP states a fee of \$30,000. Is it expected that reimbursable fees, such as travel, be included in this amount, or can it be in addition to the stated amount?

- Answer 1: The \$30,000 fee should include everything, including travel reimbursements. Additionally, travel reimbursement should not exceed 20% of the total contract value.

Question 2: The pre-bid conference description references a pre-bid site tour requiring notification of a City representative. Is there an organized site tour in addition to the conference call already held?

- Answer 2: There is no organized site tour. The conference call is the only pre-bid event. The notification of a representative was intended to refer to participation in the call, not a tour.

Question 3: Do you have a list of participants on the call?

- Answer 3: We do not have a list of actual participants on the call, but do have a list of the firms who RSVP'd that they would be participating. Those firms are:
 - AKRF, Inc.
 - Beyer Blinder Belle
 - Center for Sustainable Communities
 - Digital Network Group
 - Dunbar Turner Consulting Group, LLC
 - Evolveea
 - Gianni Longo, Inc.
 - Jaalanai, LLC
 - KEMA Services, Inc.
 - Nettadonna
 - Prismatic Solutions
 - Public Engagement Associates
 - Smith Group JJR
 - Strategic Solutions Center
 - STS Consulting

Question 4: Is there an incumbent or firm that helped prepare the 2011-2015 plan?

- Answer 4: Almost all of the 2011-2015 plan was contracted out. The main consultant was Gianni Longo, Inc. The firm then subcontracted out a few elements of the plan and eventually provided us with a complete document. While that firm has worked with us before, they are not necessarily an incumbent or given any preference due to their prior work. The scope of the 2011-2015 plan and what we are looking for now is very different. In this plan, we will be doing the vast majority of the work in house, only outsourcing the facilitation aspect. The prior firm was present on the pre-bid conference call, but the City has no indication as to whether or not they plan to submit a proposal.

Question 5: Will preference be given to teams led by a local, small firm versus led by a large firm?

- Answer 5: Firms of one particular size will not be given preference over another. The City would like to see proposals that reflect a basic insight into who we are as a City, which could be present in responses from both local and larger, national firms.

Question 6: Will preference be given to projects from Maryland versus projects from other states?

- Answer 6: There is no preference for the location of the consultant, however there are a few factors along those lines to be considered. The consultant is expected to be present, in Hyattsville, for the five dates stated in the RFP. It is possible, though not mandatory, that there may be an additional in-person meeting warranted as the project is first starting or after the public sessions conclude. That being said, all travel reimbursement must be included in the price quoted in the bid, which is not to exceed \$30,000. Additionally, travel reimbursement is not to exceed 20% of the total contract value. Proposals that go over either of those thresholds will be noted accordingly during the evaluation period.