



Purchasing Division

ADDENDUM NO. 1

DATE: January 26, 2023
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Strategic Planning Consultant RFP-5186-23-DH

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. Section 4.5 RFP Tentative Time Schedule has been updated/modified to the following:

RFP Tentative Time Schedule:

- Request for Proposal available: January 18, 2023
- Inquiry deadline, no questions after this date: January 31, 2023
- Addendum Posted: February 3, 2023
- Submittal deadline for proposals: February 10, 2023
- Owner evaluation of proposals: February 13 – 27, 2023
- Interviews (if required): March 16, 2023
- Final selection: March 21, 2023
- City Council Approval: April 5, 2023
- Contract execution: April 6, 2023

2. Q. Do you have a budget in mind for the project? Or a place where I can go to identify the range?
 - A. This project has been budgeted, but is not being shared during the solicitation process.
3. Q. Do you have a preference for a local firm from within the region to complete this project? Our firm has offices in New York and Austin, and we would be available in person to conduct the engagement with staff and City Council, but want to make sure that you do not expect an on-the-ground presence in Grand Junction throughout the project timeline.
 - A. The City does not have a local preference policy. Virtual meetings for regular check-ins and planning with staff will be available, but in-person engagement would be preferred for City Council planning sessions as well as the executive leadership meeting to develop and refine the implementation matrix.

4. Q. We noticed that your scope of work does not include any research. Would you be open to the addition of a research phase in order to better understand the city's assets and opportunities?
 - A. It's unclear what a research phase would entail but research should be focused on understanding the input that has already been gathered in the 2020 Comprehensive Plan. Any additional information about the city's assets can be provided to the consultant as needed.
5. Q. We noticed that the scope of work also does not include stakeholder engagement with community members. What are your thoughts on this?
 - A. The Strategic Plan is informed by the 2020 Comprehensive Plan, which included extensive stakeholder and community engagement. Strategic plan development will only require direct engagement with City Council and City staff.
6. Q. What is an approximate timeline that you have in mind for this engagement?
 - A. A detailed timeline will be agreed upon between the City and the consultant after selection.
7. Q. What is the total allotted budget for the project?
 - A. See response to Question 2.
8. Q. Is there a budget or budget range for this project, and if so, are you able to share that with us?
 - A. See response to Question 2.
9. Q. Has the City established a not-to-exceed budget for this project? If so, can that amount be shared?
 - A. See response to Question 2.
10. Q. Does the City wish to include any public engagement and outreach and/or stakeholder participation outside of the City Council and executive leadership staff as identified in the RFP?
 - A. The Strategic Plan is informed by the 2020 Comprehensive Plan, which included extensive stakeholder and community engagement. Strategic plan development will only require direct engagement with City Council and City staff.
11. Q. Approximately how many staff make up the executive leadership team?
 - A. There are 13 Department Directors, plus the City Manager and the City Attorney. In total, over 20 staff members are expected to be a part of the staff planning session.
12. Q. Has the City recently done any type of community and/or customer satisfaction surveys? If so, are these surveys done regularly? If not, would the City like contractors to include a survey in their proposals?

- A. Surveys are completed on a bi-annual basis. The most recent community survey was completed in December 2022. Results have been received and may be shared with the selected consultant.
- 13.Q. In Section 4.2 the City has identified a timeline for conducting City Council interviews within two weeks of the 2023 election on April 4th. In Section 4.5, contract execution with the selected vendor is anticipated to be April 6th. Is the City flexible with the two-week timeline established in Section 4.2 given the need for project planning and initiation following contract execution?
- A. Deviations from the timeline may be agreed upon with the consultant after selection. However, it is preferred that Council interviews are completed as closely within the outlined timeline as possible.
- 14.Q. Would the City like for contractors to propose elements of executive leadership training, coaching and/or organizational assessment recommendations to align with and support the activities described in Section 4.1.1.5?
- A. The purpose of the 2-3 hour workshop session with Councilmembers, City Manager and the City Attorney indicated in Section 4.1.1.5 will be to facilitate and agree upon expectations. Any proposed elements that will directly facilitate this discussion are welcome but will be subject to review and agreement.
- B.
- 15.Q. Is the City open to contractors proposing methods and best practices that may deviate from, but incorporate all elements of, the activities outlined in Section 4.1?
- A. The two expected final products will include a written Strategic Plan that outlines City Council's priorities over the next two years, and an Implementation Matrix outlining planned projects that will result in achievement of strategic plan priorities. Minor deviations or changes to better align with best practice will be considered.
- 16.Q. What are your expectations for the 'Final Report' (Sec. 4.3)? Is it what is detailed in 4.1.2.4?
- A. The final report refers to the two final products, the Strategic Plan and Implementation Matrix as outlined in section 4.1.2.4.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,



Duane Hoff Jr., Contract Administrator
City of Grand Junction, Colorado