



Purchasing Division

ADDENDUM NO. 2

DATE: February 7, 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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.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. Q. How is the City of Grand Junction defining 'implementation matrix?'
 - A. The implementation matrix is defined as a companion document to the strategic plan that will encapsulate the activities, projects, resources, responsible departments, and partners that will be necessary to carry out the goals and priorities outlined by the strategic plan. The matrix is envisioned as a tool that can be regularly updated by staff to reflect progress made toward achieving strategic priorities.
2. Q. §4.1.1.2: Do questions for the Council Member interviews need to be approved, and, if so, by whom?
 - A. Question development for Council interviews is anticipated to be a collaborative process with the selected consultant and City staff.
3. Q. §4.1.1.2: In addition to the City's 2020 Comprehensive Plan, do you currently have vision and goals in place for the Grand Junction City Council, or are you looking to develop them as part of this strategic plan?
 - A. In addition to the 2020 Comp Plan, City Council's current strategic plan priorities include Mobility, Economic Development, Housing, Public Safety, and Quality of Life & Resource Stewardship. Changes or updates to the goals, priorities, etc. are expected to emerge through City Council interviews and workshops during the strategic planning process.
4. Q. §4.2: The RFP indicates that the "individual City Council interviews will be conducted within two weeks after the 2023 election held on April 4, 2023." To clarify, do you expect that the interviews to start within that time or that interviews with all seven Council Members will be completed within those two weeks?

- A. The process for scheduling these interviews should begin within two weeks post-election. Interviews with City Council members are expected to be completed as schedules allow.
5. Q. Can you share a budget or anticipated price range for this work based on either previous efforts or appropriations set aside for 2023?
- A. See response to question 2 of Addendum 1.
6. Q. Is there a deadline for when you need the Strategic Plan and Implementation Matrix to be completed or dependencies in the timeline about which we should be aware?
- A. Tentatively, staff would like to bring the final product to City Council for approval by August 2023.
7. Q. Do you expect a financial budget to be created as a component of the Strategic Plan?
- A. No, budgeting toward strategic plan priorities will be an internal staff process.
8. Q. Are you looking to gather input from Community Partners or the community to support the strategic plan?
- 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.
9. Q. Will a hybrid of in-person and remote work be agreeable?
- A. 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.
10. Q. How do you use, track, and/or report on Strategic Plan Success Metrics (Ref. 2019 Strategic Plan) today?
- A. The City utilizes an implementation matrix created as a component of the Strategic Plan completed in 2021 to document project progress, resources, lead departments and partners. This matrix informs progress that has been made toward achieving current Council priorities.

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