



## ADDENDUM NO. 1

**DATE:** March 6, 2017  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Interested Parties  
**RE:** Strategic Planning Consultant RFP-4344-17-SH

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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.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

**Question #1:** “Could you please help me with whether companies from Outside USA can apply for this? (like, from India or Canada)”

**Answer:** All vendors are welcome to respond.

**Question #2:** “Could you please help me with whether we need to come over there for meetings?”

**Answer:** Please read the solicitation document. Yes, on site meetings are required.

**Question #3:** “Can we perform the tasks (related to the RFP) outside USA? (like, from India or Canada)”

**Answer:** You will need to determine for yourself what tasks are to be completed where.

**Question #4:** “Can we submit the proposals via email?”

**Answer:** Please read the solicitation document. Proposals are to be submitted electronically per instructions noted in the RFP.

**Question#5:** “Is there a timeline for this project? (length of time consultant should take to perform services)”

**Answer:** Please see Sections 3.2 and 3.3 of the solicitation document. The consultant is to provide a projected timeline, which will be used as one of the evaluation criterion.

**Question #6:** “Is there a budget or budget range for this project?”

**Answer:** Budget amounts are not provided.

**Question #7:** “Is there a page limitation on the proposal?”

**Answer:** There is no set page limit, but the expectation is for the response to be of reasonable size.

**Question #8:** “Does the City have an established budget or budgeted amount for the Scope of Services outline in Section 3.0 of the RFP?”

**Answer:** There is a budget, but it will not be shared.

**Question #9:** “Is there an existing Strategic Plan that needs to be incorporated or addressed in this Strategic Plan?”

**Answer:** No.

**Question #10:** “Are the meetings with ‘each Council member’ expected to be face-to-face, or can these meetings be conducted via online conferencing?”

**Answer:** Face to face is preferred.

**Question #11:** “Will the council member support individual meeting schedules within a few days to a week?”

**Answer:** Yes. If there is a councilmember that can’t meet within a short window then a phone conversation is acceptable.

**Question #12:** “Is it expected that task items 3.1.1.3 and 3.1.2.1 are separate meetings?”

**Answer:** Yes.

**Question #13:** “Is there a formal approval required by the council members for the ‘high level goals’? Is there an existing process for this approval?”

**Answer:** The final action will be an approved strategic plan at a City Council meeting.

**Question #14:** “Are council meeting activities public meetings or private meetings?”

**Answer:** All meetings, except for executive sessions, are public.

**Question #15:** “What form will feedback to council members on the strategies & action plans identified take?”

**Answer:** The complete strategic plan will be provided in draft form to City Council. Assuming no concerns arise, it will move forward for formal adoption by City Council.

**Question #16:** “Will Grand Junction executive leadership be involved in the 4-6 hour workshop to establish high level goals? How does this relate to task item 3.1.2.1?”

**Answer:** Yes, executive leadership will be involved in the workshop session. The meeting identified in Section 3.1.2.1 is Phase 2 of the project and will be a separate meeting.

**Question #17:** “Are budgetary considerations expected to be included with the strategic goals and action plans?”

**Answer:** No.

**Question #18:** “Does Grand Junction executive staff approve the final strategic plan and actions to implement that plan? Or, is the final plan approved by the Grand Junction council members?”

**Answer:** Final approval is done by City Council when they formally adopt the plan.

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

All other conditions of subject remain the same.

Respectfully,

Susan Hyatt  
City of Grand Junction, Colorado