

PURCHASING DEPARTMENT

TOWN OF ARLINGTON

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September 13, 2024

Request for Proposals (RFP #24-44)

Master Plan Update

ADDENDUM NO. 1

The attention of individuals and firms submitting responses to the above-referenced RFP is directed to the following Addendum. The items set forth herein, whether of omission, addition, subtraction, or clarification, shall be included in and form a part of the proposal submitted and shall become part of the Contract.

Questions Submitted by Interested Parties in Writing and at the Project Briefing on 8/22/24

Question 1. Professional Liability Insurance: Does the prime firm or organization need to show proof of professional liability insurance?

Answer: Yes

Question 2. CAD and GIS information. Will all necessary CAD and GIS information be provided to the awarded team?

Answer: Necessary GIS data will be provided; the Department of Planning and Community Development does not generally work with CAD files.

Question 3. Baseline Data and Additional Services: Confirm that the consultants will work off a baseline data provided by the Town and that any additional survey information or data collection deemed necessary to complete the process will be either provided by the Town or paid as additional services to the consultants. Will the impact that obtaining new data will have on the overall project schedule also be considered and revisited?

Answer: As stated in the RFP, the project assumes robust, iterative community outreach and polling using a variety of data collection methods including but not limited to surveys and other means. It is anticipated that the consultant will assist and advise in development of surveys and other data collection methods. The Department of Planning and Community Development will deploy and manage surveys and other data collection methods as well as compile the results. There may be consideration for changes to the overall AmpUp! project schedule depending on the situation.

Question 4. Meeting Times and Project Manager Availability: What are the expectations for the Project Manager's meeting availability? We would like to understand if certain, all, or none of the meetings will happen during office hours, after office hours, during the weekends, etc.

Answer: It is expected that the consultant Project Manager will be available for certain meetings during normal office hours and for regular evening meetings with the Advisory Committee and the Arlington Redevelopment Board. It is expected that consultant's Project Manager will also attend occasional community outreach events and meetings in the evenings or potentially on the weekend, to be determined.

Question 5. Contact Person: Will there be a contact person or project manager for the Town during the duration of the AmpUp! project?

Answer: The contact person for the project is the Director of Planning and Community Development.

Question 6. Expenses for Engagement Activities: Who is in charge of paying any expenses related to the engagement activities? (please provide examples)

Answer: Direct expenses, for example, expenses that are specifically for community outreach event supplies and printing, will be paid by the Town. There will be no reimbursement for travel, meals, or other incidentals.

Question 7. Incorporation of Ongoing Planning Efforts: What are the Town's expectations for incorporating ongoing planning efforts that may or may not align with the timeline of the AmpUp! project?

Answer: The RFP proposes a project timeline that should align with and is inclusive of other on-going planning efforts. The expectation is that these on-going efforts will be incorporated into the AmpUp! project. There may be consideration for changes to the overall AmpUp! project schedule depending on the situation.

Question 8. Standards for Deliverables: Are there any standards that the deliverables should follow, such as the scale of plans and maps, their size, graphics style, etc.?

Answer: All deliverables should be at a scale and style that is relevant to, and easily understandable by, the general public. All deliverables should be legible and understandable in both print and digital formats. It is incumbent on the consultant to determine and propose what graphic standards will best achieve those goals.

Question 9. The project schedule seems tight, will there be any consideration for pushing back the project schedule should the need arise?

Answer: The project schedule is based on the Town's goal to provide the Master Plan update document to Town Meeting in April/May 2026 for acceptance; however, should it become clear that a time extension is warranted due to the need for additional outreach or data collection for example, a schedule extension may be considered.

Question 10: Will interviews be held for all respondents to the RFP and when will the interviews take place?

Answer: Interviews will be held over the second and third week of October 2024 to avoid any conflict with holidays. Interviews will be held in the evening so that AmpUp! Advisory Committee members can attend. It is anticipated that 3-4 respondents will be selected for interviews depending on the number of proposals received.

All other terms and conditions of the RFP remain unchanged.

**ADDENDUM MUST BE ACKNOWLEDGED IN THE RESPONDER'S SUBMISSION.
FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION
OF YOUR SUBMISSION AS NON-RESPONSIVE.**

James Feeney
Town Manager