



City of Raleigh

Request for Proposals #: 274 -PLANDEV-Citizens' Assembly

Title: Reflecting Raleigh Citizens' Assembly

Proposal Due Date and Time: May 9, 2025, no later than 5:00 p.m.

ADDENDUM NO. 1 Responses to RFP Questions

Issue Date: May 2, 2025

Issuing Department: Planning and Development
Direct all inquiries concerning this RFP to:

Name: Matthew Klem

Title: Senior Planner

Email: matthew.klem@raleighnc.gov

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and sign and return this addendum with your proposal package.

The following questions were submitted during the question-and-answer period.

- 1. Can you provide an estimated budget for this project?**
 - a. The estimated budget for this project is \$90,000. This figure is intended to cover all consultant services, including project management, training, facilitation support, and advisory tasks related to the Citizens' Assembly.

- 2. What access and support from the City of Raleigh are you anticipating will be available to the vendor for this project?**
 - a. The city has a cross departmental project team comprising planning and development, community engagement, and communications staff that will contribute to the work of the Citizens' Assembly.

- 3. What are your expectations for full time vs. part time support for the duration of the project?**
 - a. We anticipate a blended approach to support, with a mix of full-time and part-time involvement based on the project phase. Full-time engagement will be especially important during key milestones such as project initiation, defining the assembly remit, participant recruitment and sortition, and facilitation training. During less intensive periods, part-time support will be sufficient for maintaining progress through check-ins, coordination, and advisory support.

- 4. Do you expect the project team to be local to the Raleigh area?**
 - a. The project team is not required to be local to the Raleigh area. While local presence may be beneficial for in-person engagement opportunities, we are open to a remote or hybrid project model. We do expect in-person participation for select, high-impact events or phases where direct engagement adds clear value.

- 5. Are you seeking subject matter expertise in urban planning, citizen services, and public sector innovation, in addition to project management and facilitation skills?**
 - a. The primary focus of this RFP is to secure consultant services that will support the planning, facilitation, and staff training components of a Citizens' Assembly process. While general familiarity with urban planning and public services is helpful, the City is not seeking topical experts to lead policy development. Instead, we are looking for a team

with strong capabilities in project management, deliberative facilitation, civic engagement strategy, recruitment/sortition, and capacity-building for staff. The consultant will play a critical role in launching the Assembly and ensuring that internal staff are equipped to manage and sustain the process.

6. Are you open to leveraging digital tools and AI to support a more comprehensive, inclusive experience for all citizens?

- a. Yes, we are open to leveraging digital platforms, tools, and AI-driven technologies that can enhance inclusivity, accessibility, and effectiveness of the Citizens’ Assembly. Proposals that incorporate innovative solutions to support outreach, deliberation, analysis, or process design are encouraged, provided they align with the Assembly’s goals and uphold principles of equity and transparency. While we are open to AI’s use, the city is actively developing a new Information Security Policy which will include specific guidance for generative AI. The application of AI tools will be evaluated on a project-specific basis and is subject to change

Sign below and return this addendum with your proposal.



Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____