



City of Raleigh

Request for Proposals #: 274-PLANDEV-NESSA

Title: Northeast Special Study Area (NESSA)

Proposal Due Date and Time: June 12, 2024, 5:00 PM EST

ADDENDUM NO. 1

Issue Date: June 5, 2024

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

Bronwyn Redus
Senior Planner

Email: Bronwyn.Redus@raleighnc.gov

City of Raleigh
Addendum 1 to RFP# 274-PLANDEV-NESSA

Issue Date: June 5, 2024

To: All Proposers

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 are questions received in writing regarding RFP #274-PLANDEV-NESSA. Questions are indicated with bulleted numbers. The answers from the City of Raleigh are in the bullet following the question.

1. Under Tab 6, are you asking for an itemized cost to provide the scope of services, a lump sum or simply an Hourly rate schedule? If a cost is required, is a lump sum sufficient or is an itemized schedule of costs per task required. The cost sheet suggests a lump sum but also notes to attach a breakdown. Is that per phase?
 - Please provide a cost breakdown by project component, as described in the Request for Proposals, Section 4: Scope of Services.
2. What does the City of Raleigh have budgeted for this study?
 - The City of Raleigh has \$150,000.00 for all project expenses including consultant services. Other project expenses beyond consultant expenses include public meeting and event rentals and materials, mailings, and signage.
3. It appears that the SESSA report was completed in-house by staff from multiple departments. What level of participation in the production of this study can the consultant team expect? This has a large impact on cost as you can imagine. The scope of work has an estimate on the "project management % of effort" split between staff and consultant. Does this % for staff include content production or the administrative management of the project phase and tasks?
 - The expected level of participation for each project component is published in the RFP and relayed below. Overarching project management of the project and individual component areas will be completed by city staff. Consultants can expect to contribute to content production and manage discrete tasks within each topic area. A specific example is the cost/benefit analysis of ETJ extension through projecting future service costs and estimating potential future tax revenue (in topic area #1 below). Consultants should expect to draft the Final Report with contribution and revision from staff.

- i. Extraterritorial Jurisdiction Extension and Growth Scenarios for Infrastructure and Municipal Service Planning | Project Management Expectation: 50% city staff led; 50% consultant led.
- ii. Land Use and Transportation Planning | Project Management Expectation: 70% city staff led; 30% consultant led.
- iii. Natural and Cultural Resources and Significant Environmental Spaces Inventory and Conservation Strategy | Project Management expectation: 70% city staff led; 30% consultant led.
- iv. Equitable Community Engagement | Project Management Expectation: 80% city staff led; 20% consultant led.

4. Is there a desired MWSBE target % requirement?

- Pursuant to North Carolina General Statutes §143-128.2 et seq. and §143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Women-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include Professional Services, Goods and Other Services, and Construction. The prime contractor will be required to identify participation of MWBE businesses in their proposal and demonstrate how that participation will be achieved.
- The City's goal is to contract and sub-contract fifteen percent (15%) of the total contract amount to Certified MWBEs on construction projects of \$300,000 or more, or contracts of \$100,000 or more that include any State funding. Even so, the City would like to see at least 15% MWBE on this project. Team organization, diversity and experience is part of the proposal evaluation criteria (Request for Proposal, Section 3: Proposal Evaluation).

Bronwyn Redus
Senior Planner

Sign below and return this addendum with your proposal.

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

Signature: _____ **Title:** _____