



## City of Raleigh

**Request for Proposals #:** 274- *CompPlanEventServices2024*

**Title:** *Comprehensive Plan Event Services*

**Proposal Due Date and Time:** *August 14, 2024, 5:00pm*

### ADDENDUM NO. 1

Issue Date: *August 7, 2024*

**Issuing Department:**

**Direct all inquiries concerning this RFP to:**

*Sarah Shaughnessy, Planning and Development  
Principal Planner*

Email: [sarah.shaughnessy@raleighnc.gov](mailto:sarah.shaughnessy@raleighnc.gov)

City of Raleigh  
Addendum 1 to RFP 274- CompPlanEventServices2024

**Issue Date:**

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.**

**Revised Timeline**

**1.3 Request for Proposal (RFP) Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (EST):

RFP Process	Date and Time
RFP Advertisement Date	July 24, 2024
Deadline for Written Questions	July 31, 2024
City Response to Questions (anticipated)	<del>August 2, 2024</del> <u>August 7, 2024</u>
<b>Proposal Due Date and Time</b>	<del>August 9, 2024</del> <u>August 14, 2024</u>
Evaluation Meeting (anticipated)	<del>August 12, 2024</del> <u>August 16, 2024</u>
Selection Announced (tentative)	<del>August 16, 2024</del> <u>August 19, 2024</u>

**Responses to All Questions**

1. Have other firms expressed interest in pursuing this RFP?

Yes.

2. If so, are you permitted to share my contact information with them or share their contact information with us?

No, we are not permitted to do so.

3. How many events of each type are anticipated from Fall 2024 to April 2025?
  - a. Speaker series – how many?
  - b. Staff presentation and community discussion – how many?

We are seeking support for 5 speaker events and 5 staff presentation and community discussions.

4. Will the City of Raleigh provide support for promoting the events on existing channels such as a City webpage, and/or email distribution list?

Yes, the city can provide support and existing channels for promotion. We would also like selected firm to provide a draft schedule for promotion that we can provide to our communications team.

5. Does the City of Raleigh have preferred digital tools for communicating about events?

Yes. Raleigh Planning promotes events on our website, on our social media channels, and uses Public Input for online engagement tools.

6. Does the City of Raleigh have an established Comprehensive Plan webpage?

Yes. The existing project webpage is <https://raleighnc.gov/planning/services/raleighs-next-comprehensive-plan>.

7. Under Proposal section 2 – Tab 6: Cost
  - c. For the statement “(including lodging, meals, and transportation).” – How should we show anticipated project expenses such as lodging, meals, and transportation?

Please refer to number 2 under the desired services listed on page 12.

*Sarah Shaughnessy*  
*Principal Planner*

**Sign below and return this addendum with your proposal.**

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**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_