



**REQUEST FOR PROPOSAL
NUMBER 19-320**

For

ARTS AND CULTURE MASTER PLAN

REQUEST FOR PROPOSAL DUE:

New Due Date April 17, 2019 @ 2:00pm EST

No pre-Proposal meeting.

ADDENDUM #1

1. I do not see a proposed timeline for the Scope of Work and the Deliverables. When do you desire for the project to start? We all know that timelines can be, and are usually fluid, but what span of time are you allocating for this work, and when would you ideally and/or realistically expect the final report deliverable to be completed? For full community engagement participation, do you want to avoid summers for the sessions, or in your community would that be ideal? I'm so happy you're expecting one of the community engagements to be in Spanish. I expect that the city would provide a translator, correct?
 - ✓ Start estimated May 2019
 - ✓ Delivery of draft within 7 months
 - ✓ Final report 9 months
 - ✓ Available for minor follow-up 90 days
 - ✓ City will provide translator if vendor unable to provide. Quality of translation will be of highest priority and so the City will reserve the option to bring in a translator should the city deem necessary.

2. Your last page is for a cost proposal. Do you have a budget range? One would be disadvantaged to have costs of \$90K if your budget is \$35K. Or are you keeping it open to see what the average and median cost of the proposals are? Flat monthly rates vary substantially based on travel expenses. Many consultants fly in for a couple of days, two or three times then write their report from wherever. I don't work that way. That said, unless you're looking strictly at regionally local consultants, it cannot be full time either. What percentage of time do you expect the consultant to be on site and if an out of state consultant, is that factored into your projected budget?
 - ✓ Award will go to lowest qualified bidder. The City reserves the right to negotiate.

3. Organizationally, who is championing this project? What staff members will be allocated to partner with the consultants, and what FTE are you allowing for?

✓ Two FT staff members will be the contacts for the consultant on the Arts Committee. Various department personnel will be brought in when appropriate (Parks & Rec., Community Development, Finance, and Communications.)

4. You're looking for a consultant who *will have proven experience regionally, as well as nationally and/or internationally* and a *minimum of seven years in business*.

I do not have all of that. Like a newly minted MBA, I have a graduate certification in Cultural Planning from the University of British Columbia, many years of Executive Management including Project Management and Arts Executive Director experience, and a three-year old cultural planning firm. So I need not apply?

✓ It does not sound as if individually, you will meet the requirements. The City would not rule out a partnership should you chose to pursue one with a more experienced contractor and submit a joint proposal.

5. We understand from the RFP that the consultant will report directly to the City Manager. In addition to the City Manager, will there be staff assigned to the project to facilitate the process: setting up meetings, scheduling and reserving meeting places, etc./?

✓ Yes. Management of Boards, Commissions & Committees reports directly to the the City Manager, hence the wording. One staff member from the City Manager's office is directly responsible for management of the Arts Committee and the report, and one from Parks & Recreation is also assigned. They will facilitate.

6. Does the City have a deadline for the completion of this plan?

✓ Start estimated May 2019
✓ Delivery of draft within 7 months
✓ Final report 9 months
✓ Available for minor follow-up 90 days

7. On page 8 in the RFP, it says that one of the public meetings needs to be conducted in Spanish. Would a Spanish translator be provided by the city for this purpose or is the consultant required to provide one?

✓ City will provide translator if vendor unable to provide. Quality of translation will be of highest priority and so the City will reserve the option to bring in a translator should the city deem necessary.

8. On page 9 in the RFP, it requires a copy of a business license and proof of being in business at least seven (7) years. What type of business license is required? Also, if my firm has only been in business for 3 years but I have over 20 years of experience creating arts and cultural master plans does that satisfy this requirement?

See Answer number #20

9. The RFP states the term of the contract will be 1 year with two optional one-year extensions. When is this scope of work expected to start?

- ✓ Start estimated May 2019
- ✓ Delivery of draft within 7 months
- ✓ Final report 9 months
- ✓ Available for minor follow-up 90 days

10. Presumably the final report would be due one year from the start date. Can you confirm?

- ✓ Start estimated May 2019
- ✓ Delivery of draft within 7 months
- ✓ Final report 9 months
- ✓ Available for minor follow-up 90 days

11. Under what circumstances might the city opt for the optional extension(s)?

- ✓ Should there be some unforeseen circumstance that delays delivery beyond the agreed-upon date, the city would have the option of extending.

12. What would be our scope of work during those extension periods?

- ✓ Nothing beyond completion of the project. Extension is highly unlikely.

13. Can we renegotiate our fees for those extensions?

- ✓ Highly unlikely, as the extension would only be only to complete the plan as agreed.

14. What is the city's budget for the Brookhaven Arts Master Plan?

- ✓ To be determined.

15. Can we have access to the 12 regional arts planning reports cited in the RFP?

- ✓ All are available on-line. If you are unable to access we will provide.

16. It's required that the proposal be submitted as a pdf (thumb drive), and as a "printed, signed "unbound" copy"— would a stapled copy be sufficient?

- ✓ Yes

17. On the cost proposal page, by "additional costs", is it intended that we provide a flat fee for all reimbursable expenses for the 1-year contract term? Or will this simply be a reimbursable estimate? Would we be beholden to that estimate? What expense are reimbursable? Are there limits or stipulations on expense? What mark-up is allowed on reimbursables? Would we renegotiate reimbursables if our services were continued through one or both of the year-long extension periods?

- ✓ Reimbursable estimate, not to be exceeded with out city approval.

- ✓ Reimbursable expenses are travel, some production and materials reasonably necessary for the completion of the project.
- ✓ No mark-up on reimbursable expenses is allowed
- ✓ It is not anticipated that this project would go beyond one year.
- ✓ Renegotiation of fees is highly unlikely, as the extension would only be only to complete the plan as agreed.

18. If we have relevant experience beyond a 5-year period, would inclusion of those qualifications be considered by the city?

- ✓ Yes. You are welcome to submit experience you feel is applicable, however most recent experience will given greater weight.

19. To whom and to what address should we direct proposal to?

- ✓ City of Brookhaven
4362 Peachtree Road NE
Brookhaven GA 30319

20. I am reaching out to you to ask a question regarding RFP Number: 19-320 Arts & Cultural Master Plan Development. In the RFP is states we must have: "Copy of business license and proof of being in business at least seven (7) years."

- ✓ **Answer: If the firm can verify principal has been in the field the additional 2 years, that will satisfy.**

Comments:

The City of Brookhaven reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.