



**ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS (RFP) NO. DS 23-001
ON-CALL PLANNING CONSULTING SERVICES**

The purpose of this Addendum No. 1 is to address written questions received by the City prior to due date for written questions regarding this RFP.

Cheryl Kuta

4/4/23

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Development Services Director

Date

QUESTION 1: Does the City have an estimate of the average number of hours/week or month that consultant staff will be needed?

RESPONSE 1: On-call planning consulting services are used by the City on an as needed basis. The amount of work fluctuates based on planning caseload.

QUESTION 2: Over the past few years, how has the City utilized on-call planning consulting firm(s)?

RESPONSE 2: The City has utilized on-call planning consulting services to process several discretionary projects including Conditional Use Permits and Tentative Parcel Maps. Generally, on-call consultants are used during times when the number of applications exceeds the workload capacity of staff and/or for those projects that require specialized expertise.

QUESTION 3: Would consulting planning staff typically be working at City Hall, remotely, or hybrid of the two?

RESPONSE 3: The City provides a dedicated workspace for consultants, but most of the work has been done remotely creating a flexible hybrid work experience.

QUESTION 4: The RFP, (item B.12), requests disclosure of "financial interests in other lines of business." As part of this disclosure, does the City seek to know if proposers represent both public and private entities in the course of doing business?

RESPONSE 4: The intent of this required disclosure is to avoid conflicts of interest pursuant to the City and State policies. Proposers should consider any/all conflicts of interest when responding to this requirement.