

ADDENDUM No. 1

RFP No. 20-05

PUBLIC ENGAGEMENT SERVICES FOR WTP LONG-TERM FACILITY PLAN

Due: March 5, 2020 by 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for PUBLIC ENGAGEMENT SERVICES FOR WTP LONG-TERM FACILITY PLAN, RFP No. 20-05, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Will the contractor selected for this work be responsible for website development and hosting?

Answer 1: The engineering consultant from RFP#20-04 is responsible for setting up and maintaining a publically accessible project web page. The Public Engagement Consultant from this RFP#20-05 will provide content for the web page.

Question 2: Will social media communication run through existing social platforms or will the contractor selected be responsible to create new campaign specific accounts?

Answer 2: In addition to the new project web page hosted by the engineering consultant, the Public Engagement Consultant shall utilize the City's existing social platforms. The Public Engagement Consultant shall coordinate with City staff for posting. It is not anticipated that new project-specific accounts will be developed on social media platforms.

Question 3: Does “*Facilitate* all community and public-facing meetings” involve the role of lead presenter/moderator/speaker at each event and/or is “facilitate” intended as a support function to coordinate all logistics and activities at the meeting?

Answer 3: Facilitation means lead presenter/moderator/speaker at designated events. Coordination of these events is also included. Facilitation shall include, but not be limited to, introductions/background, defining rules and guidelines, fielding questions, engaging and managing participants, and related efforts. Facilitation does not include presentation of technical details which remains the responsibility of the engineering consultant.

Question 4: How will the City of Ann Arbor measure success for this public engagement campaign?

Answer 4: Success shall be defined by the stakeholders early in the project with clearly identified performance measures. The City desires that when Council eventually votes to approve the recommendations from this planning effort, that the public engagement process provides them broad-based feedback from the community on the proposed recommendations.

Question 5: Will the selected contractor have direct communication with the City of Ann Arbor or will all communication be facilitated by the consulting engineer?

Answer 5: The Public Engagement Consultant can have direct access with the City, where appropriate and when in agreement with the Prime Consultant (the engineering consultant).

Question 6: We have worked on one water treatment project specifically, but numerous plant projects of other types. Is this sufficient in your view?

Answer 6: It is possible for a Public Engagement Consultant to be qualified and well positioned to perform this work without extensive water treatment plant experience.

Question 7: We are not in Michigan, however work nationwide on engagement, public outreach, etc. on land use projects. How much of a detriment is this to the RFP?

Answer 7: Office locations outside of Michigan are not considered a detriment. Proposals shall identify on-site, in-person attendance to select events and meetings.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.