



## **PURCHASING**

**August 3, 2026**

**MEMO TO:** Prospective Bidders

**FROM:** Kimberly Toon, Purchasing Manager

**SUBJECT:** **Addendum #2: Bonnie Doone Neighborhood Redevelopment Planning and Implementation Strategy**

**DUE DATE AND TIME:** **AUGUST 7, 2026 at 2:00 p.m.**

1. The Bid Documents are hereby modified by this Addendum #2 dated August 3, 2026. To include the following:

**a. Q&A**

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum 2, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

**a. Q&A Responses**

1. **Question:** Is there any specific funding or other related deadline that is determining the end date of the anticipated project schedule? What is guiding the roughly 6 month timeframe?

**Answer:** There is no specific funding or grant deadline driving the anticipated project schedule. The approximately 210-calendar-day timeline reflects the City's desired planning schedule and is intended to provide sufficient time for existing conditions analysis, meaningful community engagement, market analysis, development of implementation strategies, City review, and preparation of final deliverables. Respondents may propose an alternative project schedule if supported by their proposed methodology and work plan.

2. **Question:** How will the Boonie Doone CDC be engaged? The organization isn't mentioned in the RFP but seems to be an important stakeholder.

**Answer:** The City expects the selected consultant to conduct meaningful stakeholder engagement throughout the planning process. If the Bonnie Doone CDC or any other neighborhood-based organization is active within the study area, it should be included as part of the stakeholder outreach process. The City will assist the selected consultant in identifying neighborhood organizations, institutional partners, businesses, property owners, and other stakeholders for engagement.

3. **Question:** What can the consultant team expect in terms of City staffing at engagement events? How many staff would be available?

**Answer:** The City anticipates that one to three staff members will typically attend engagement events, depending on the size, purpose, and scheduling of the meeting. The Project Manager will serve as the primary City representative. Additional staff may participate as needed to provide logistical support, facilitate discussions, or address technical questions..

4. **Question:** What is expected in terms of meetings with City Council, Planning commission and other appointed boards? How many meetings should the consultant team plan for in our fee estimate? There is no mention of assisting with the adoption process in the RFP, is that a requested service we should include in the scope of work and fee?

**Answer:** Respondents should include, at a minimum, two presentations to the City Council and one potential presentation to the Planning Commission in their proposed scope and fee. No additional appointed board meetings are anticipated at this time unless determined necessary during the project. Respondents should also include support for the presentation and adoption of the final Plan as part of their proposed scope of services.

**Bidder Acknowledgement:**

Bidder Name (Print):\_\_\_\_\_

Bidder Signature:\_\_\_\_\_

Date of Signature:\_\_\_\_\_