

Addendum #1

In response to the questions received, please find below a list of brief answers that should help in your submittal preparations.

Q. What role will the Wheeling National Heritage Area Corporation have in this planning process? Will they be represented on the PC Comp Plan Subcommittee?

A. WNHAC will not have an official role/representation in the process. They will be able to participate.

Q. How does the City relate to the WNHAC? Are economic development roles shared between the City and WNHAC? Or are WNHAC economic development responsibilities delegated solely to the areas identified in the 2004 Management Plan?

A. The City and WNHAC are not related, although we have an excellent working relationship. E. D. roles are not shared.

Q. Will a downtown group be represented on the PC Comp Plan Subcommittee? What is the relationship between any downtown group and the City?

A. Not officially, although there are two committee members that are members of a downtown group. But they are not on the committee in that capacity.

Q. The RFP mentions in at least two places that the plan text shall be written using MS Word. We typically write our plans using MS Word – but convert our material to InDesign to allow us to provide a more appealing document that blends text and graphics more seamlessly. Will this be acceptable? Final documents in both Word and InDesign can be provided in a PDF format.

A. Yes.

Q. No mention is made of the time anticipated to complete this project. Does the planning staff or Planning Commission have any specific expectations for how long the project should take?

A. We are anticipating one (1) year. 2014 is when the plan needs to be adopted.

Q. Would it be possible to combine the approach with the timeline and add the maximum number of pages together?

A. Yes, that is a reasonable request.

Q. You have requested information on the firm with a maximum of three pages. It is my intent to submit a proposal as the lead firm on a team with an engineering firm. Does that three-page limit apply to the entire team (i.e., I will need to respond on the experience of both firms within

the three pages) or does the three page limit apply to each individual firm (i.e., there can be up to three pages for each firm on the team)?

A. You may interpret that to meet your needs, please be reasonable and try to meet the intent of the RFP.

Q. There are a couple of places where you reference questions about the firm's MBE/WBE status. Does Wheeling have its own certification requirements or do you want us to provide information on any general certifications that our firms might have related to MBE/WBE status? For example, I am currently in the process of renewing my certification as a WBE through a national certification group called the Women's Business Enterprise National Council that evaluates businesses based on federal WBE requirements. Is this sufficient or do you need additional information or documentation?

A. Wheeling does not have its own certification.

Q. On page 3 of the RFP document, you detail how the city would like to break the project down into two phases. Does the city envision that the contract will be divided into the two phases or do you simply want our proposed scope of work to clarify how we will do the work in these distinct phases? If the latter, can we propose a slight variation with sufficient reasoning as to our modified approach?

A. There will be two contracts. The scope of work should discuss your approach to both phases. Yes, you may provide a variation.

Q. As far as the process goes, we have no issues with submitting a proposal by the 14th but we have a question as to how firm the City will be holding to the interview schedule? I know this is a bit of the cart before the horse but we obviously submit proposals in hopes that we are shortlisted to interview for the project. Unfortunately, the main team members who would serve as the staff for this project will be on vacation the week of the 24th.

A. The city can be flexible with the interview dates.

Q. Would you describe the public involvement process from the 1997 Comprehensive Plan to provide context to the RFP's statement that the "Planning Commission has determined that they would like to scale back the public meetings as they became too cumbersome in the last planning process?"

A. There were too many meetings held in the community, to the point they were not well attended.

Q. Could you verify that the total project budget is \$100,000?

A. The RFP did not include a budget figure.

Q. Is there an expectation for the overall timeframe or duration of the planning process?

A. We are anticipating 1 year. 2014 is when the plan needs to be adopted.

Q. To what extent will transportation/traffic issues/solutions be a focus of the Comprehensive Plan?

A. The transportation component will need to meet Section 8A. We don't anticipate it having a greater role than any other required component.

Q. Does the City desire to have detailed transportation/traffic analysis for specific intersections/corridors beyond the information within the April 2013 Belmont-Ohio-Marshall Transportation Study (2014-2017) prepared by the Bel-O-Mar Regional Council and Interstate Planning Commission. If so, please specify corridors/intersections that the City has a particular interest (if known) for including within the Comprehensive Plan.

A. We anticipate that developing as a result of the public meetings.

Q. I am looking at the key personnel guidelines. You mention resumes for principals – is that included in the three-page maximum?

A. What ever you believe to be necessary and reasonable in keeping with the spirit of the RFP.

Q. Cost – Should this be included as part of the full proposal or do you want it under separate cover? Are you doing evaluations based on merit first or is cost playing in from the beginning?

A. Cost is one consideration that will be considered, but not over merit. It should be included as part of the full proposal.