



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

November 8, 2024

RFP NO. 24-04
MUNICIPAL PLANNING SERVICES

ADDENDUM #1

PROJECT INFORMATION

- A. Name: Municipal Planning Services
- B. Owner: City of Newark, Delaware
- C. RFP Number: 24-04
- D. Date of Addendum: November 8, 2024
- E. Questions Deadline: 5:00 p.m., Monday, November 11, 2024
- F. Bid Submission Deadline: 2:00 p.m., Tuesday, November 19, 2024

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this Addendum with their submitted proposal.
- B. The date for receipt of proposals is unchanged by this Addendum.
- C. **The question deadline is extended to 5:00 p.m., Monday, November 11, 2024.**

RESPONSES TO QUESTIONS SUBMITTED VIA EMAIL

Question 1:	Will we need to be able to provide all the services listed in the RFP?
Response 1:	Please see Response 10 below.
Question 2:	Will we need to include any subconsultants in our initial submission, or can we add them to our team as needed for projects/tasks after the contract is awarded?

Response 2:	While it would be preferred to have subconsultants provided in the initial submission, they can be added as needed for projects/tasks after the contract is awarded. However, the City reserves the right to reject any requested subconsultants at the City's sole discretion if added after the contract is awarded.
Question 3:	The Company History section (Section #2) is the only one with explicit page restrictions. Is there a page limit on the total proposal?
Response 3:	No.
Question 4:	For the organizational structure, are you requesting a chart of the full organization or only for the staff proposed for this contract?
Response 4:	The organizational structure should be for the staff proposed for this contract.
Question 5:	What specifically is requested for the fee structure? Do you want specific fee proposals for each of the potential projects listed (RFP pgs. 3-5)? Or do you want hourly rates for each job classification?
Response 5:	Unless the submitting firm proposes an alternative fee structure, a schedule of billable hourly rates for each job classification is sufficient for Newark.
Question 6:	Can we assume that the responses to the questions regarding RFP 20-01 that were answered via Addendum #3 dated March 15, 2020 are the same for this RFP?
Response 6:	RFP 24-04 is a new, independent solicitation from the City of Newark and is distinct from any prior requests for proposals. As such, responses to previous RFP addenda are not verified for RFP 24-04 and any questions should be submitted again for reconsideration by staff.

Question 7:	Regarding the Rental/Business License Audit task, does the City anticipate field verification of potential unlicensed rentals and businesses? Besides parcel assessment data that may or may not be helpful in comparing property owner information to licensee information, what other publicly available data does the City have in mind?
Response 7:	This project is envisioned as using existing City parcel data to cross reference with the City's utility accounts and rental/business permits to identify potential unlicensed businesses/rentals. Once identified, the City would be looking to do outreach to those properties to determine their status and get them licensed as appropriate.
Question 8:	Pg. 2 of the RFP indicates, "One sealed envelope containing basis for fees documents (as outlined in the "BASIS FOR FEES SUBMISSION" section on page 17 of RFP 24-04) shall be submitted by <u>mail</u> by the above deadline." Will hourly rates be sufficient for this submission?
Response 8:	Yes, see response 5 above.
Question 9:	Can the Basis for Fees submission be hand delivered or must it be submitted by US mail or equivalent?
Response 9:	Either option is acceptable.
Question 10:	Pg. 8 of the RFP indicates that the City may enter into a contract with more than one firm. Given this, is it possible to submit only for specific services or should a submission be for all submissions listed under Section A "Purpose & Scope of Services?"
Response 10:	The City aims to partner with vendors who have a breadth of specialization that can be applied to numerous projects ongoing for Newark. However, the City also wants the most qualified vendor for each project, meaning consideration will be given to vendors who specialize in one or two project areas. As an example, the City contracted with three (3) firms the last time this service went out to RFP to spread out workload and specialization.

Question 11:	Regarding the Plan Review and Code Enforcement items in particular, listed under Section A “Purpose & Scope of Services,” can you elaborate on the extent of assistance the selected consultant(s) will be providing? For example, will the consultant(s) be providing intermittent assistance for large submissions or when City staff is on vacation, versus providing more day-to-day supplementary coverage? Can you also confirm whether inspections will be a part of these tasks?
Response 11:	Typically, this portion of the contract has been used in the event of a City staff vacancy where more capacity is needed, a project where specialized knowledge is needed or in the event of a high spike in submissions to provide additional support to existing staff.
Question 12:	On Pg. 5, at the end of Section A “Purpose & Scope of Services,” the RFP notes that, “During the performance of code enforcement services, the firm’s project manager and/or field representative shall be available at all times via cellular phones.” Can you clarify this statement: does this mean during active performance of code enforcement services (e.g., during pre-arranged and agreed upon times) or more generally during the period of performance of the contract (e.g., is the firm’s project manager and/or field representative expected to be available 24-7)? If the latter, with what frequency, from whom, and under what circumstances could they expect to be contacted?
Response 12:	This is intended to be for specific projects and the expectations would be pre-arranged and agreed upon at the beginning of the project.
Question 13:	Item #5 on Pg. 6 under Section C, time frames for project deliverables are requested. Many, if not most, of the services identified within the RFP are ones that would occur on an ongoing basis (e.g., plan review, project tracking, research), and while each would have specific deadlines, they could vary greatly depending on when information is provided from the City, the type of information provided, and the specific task. Can you provide further detail as to what specifically this item is requesting?
Response 13:	A general estimate of the time it has taken the firm to complete comparable projects to those being requested is sufficient for this section.

Question 14:	Could you clarify what is being requested by Item #10 on Pg. 7 under Section C?
Response 14:	Basis for Fees Submission as specified on Page 17 and outlined further through this addendum.

END OF ADDENDUM #1