



City of Ridgefield

Addendum No. 1

Solicitation: P20012: HB1923 Code Updates Consulting Services

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

All other terms, conditions and specifications remain the same.

Questions and Answers:

- 1. Question:** The requirements say that the proposal are due hard-copy and electronic, but the delivery instructions say that they may be sent via email OR regular mail. We would just like to clarify that one or both formats are required.

Answer: Submitting only a digital copy is acceptable.
- 2. Question:** Due to COVID precautions, are the Planning Commission and Council meetings expected to be occurring in person, or via digital format?

Answer: Planning Commission and Council meeting are expected to occur digitally until Clark County enters Phase 3 of reopening.
- 3. Question:** Similarly, are the required public outreach events to be held in-person, remotely, or some combination thereof?

Answer: This will be part of the scope of work discussion but anticipate a combination.
- 4. Question:** Does the City have preferred or required online engagement tools? Some cities, for example, will only allow the use of Zoom as opposed to Skype, or will not allow tools that don't pair with Granicus, etc. This could affect our licensing/subscription needs.

Answer: The City has been using Microsoft Teams and Zoom for online meetings.
- 5. Question:** Is a digital submittal acceptable or are hard copies required?

Answer: Submitting only a digital copy is acceptable.
- 6. Question:** Does the City anticipate modifying the schedule completion date since the project was originally planned to start in May?

Answer: Yes, the schedule will run from August – March instead of May – December.
- 7. Question:** Given COVID-19 how does the City anticipate conducting public outreach?

Answer: We anticipate a combination of in person and online outreach. All meetings must be held virtually until Clark County enters Phase 3 of reopening.

8. **Question:** Has the City identified specific zoning districts to be included in the code updates?
Answer: No.
9. **Question:** Does the City have a sense of public support for increased density?
Answer: There has not been recent outreach on increased density. Support would probably be most likely for density limited to certain areas near services.
10. **Question:** How does the density increase relate to the City's growth targets and capacity? Is it anticipated the upzoning will be necessary to meet growth targets in the near future?
Answer: The City is currently meeting its density target of 6 units/acre, with two large apartment complexes under development. However, a large amount of developable land was rezoned from RLD-6 (4-6 units/acre) to RLD-4 (4 units/acre) in 2019.
11. **Question:** Are there specific form-based code elements the City has identified to be explored or included in the code updates?
Answer: We have discussed ideas around relaxing residential development standards in exchange for green design.
12. **Question:** May we submit a proposal only by email, or are paper copies also required?
Answer: Submitting only an emailed copy is acceptable.
13. **Question:** May resumes be added to the proposal as an attachment? Would they count in the page number limit?
Answer: Resumes can be submitted as an attachment; however, they will count in the page limit.
14. **Question:** Did the City use a consultant or other outside help in preparing the grant application for the project to Commerce, and if so, who was the consultant or firm that provided assistance?
Answer: No, the City did not use a consultant in preparing the grant application.
15. **Question:** The RFP states that as optional actions, "the City also wishes to explore cluster zoning in single-family residential zoning districts and limited applications of form-based code..." Would additional city funding be added to the budget if these items are pursued?
Answer: No, these items are built into the \$50,000 grant budget and scope of work negotiated with the Department of Commerce.
16. **Question:** The cover letter for the RFP states that the submissions may be delivered via email. The Requirements and Procedure section (page 6) states the respondent should provide four paper copies and an electronic copy. Does that mean the City is requesting that respondents who send in the proposal via email should also send in paper copies and an electronic copy? And will the City accept a PDF via email with a scanned signature?

Answer: If a proposer is sending the submissions via mail, the City would prefer four copies, however, sending ONLY one electronic copy of the proposal via email is acceptable as well. If an electronic copy is sent, either a scanned signature or electronic signature is acceptable as well.

17. **Question:** Could you provide more detail on the desired scope for the optional deliverables of cluster zoning/lot size averaging and form-based code ordinances? Is the intent to incorporate some initial assessment of these strategies only or is it possible that the city would pursue full adoption of a form-based code ordinance, for example, as a part of this scope?

Answer: The intent is to incorporate some initial assessment of these strategies. While the City does not intend to adopt a full form-based code ordinance, we may pursue adoption of form-based code elements in the existing residential zoning ordinances.

18. **Question:** Are resumes allowed beyond the 15-page limit?

Answer: Resumes would count towards the 15-page limit.

19. **Question:** The RFQ mentions that the Commerce Grant includes preparation and adoption of the code; are you wanting your consultant to assist with any part of the adoption process?

Answer: Yes, the intent at this point is for the consultant to assist in preparing materials and presentations for the adoption process through Planning Commission and City Council.

20. **Question:** Has the City adopted any specific COVID protocols of which we should be aware, particularly for public outreach that the consultant would be expected to lead?

Answer: City offices will be closed to the public and all meetings will be held virtually until Clark County enters Phase 3 of reopening.

21. **Question:** The RFQ states that email submittals are allowed, but also that an original signed copy and 4 paper copies are required, along with a CD or USB (p. 6). Can you clarify what the submittal requirements are for those wishing to submit by email?

Answer: If the proposal is sent via email, sending only the emailed copy is acceptable.

22. **Question:** What is the status of the City's Housing Needs Assessment?

Answer: The City does not have a Housing Needs Assessment.

Approved By:



Date: 07/16/2020