

# COUNTY OF MONTGOMERY

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## REQUEST FOR PROPOSAL, RFP # 24-04 issued August 25, 2023 ADDENDUM NUMBER 1

**DATE:** September 20, 2023  
**TITLE:** Comprehensive Plan Development

### Amendments:

1. Montgomery County reserves the right to answer no further questions after the issuance of this addendum.

### Clarification:

1. **Question:** Has a budget been established for this effort?

**Montgomery County Response:** The County will use the RFP process as well as negotiations and collaboration with consultant(s) to develop the budget for this project.

2. **Question:** Are the expectations that the consultant will engage with each village individually? How do you anticipate this to impact the proposed budget?

**Montgomery County Response:** There will be engagement for each village. Normally a minimum of 2/3 events. We are open to other ideas/means of engagement. These meetings with the community of each village can also be used to gain insight for the overall comprehensive plan. We would expect each vendor include a minimum of 2-3 events for each village plus 2-3 engagements for all County citizens to participate.

3. **Question:** How have the citizens been engaged thus far on the recently developed transportation/housing plans? Are these representative samples of the community or are there groups that typically do not participate?

**Montgomery County Response:** Yes, the Prices Fork and Riner Village plans have had some background work performed (pre-COVID) and each have engaged citizens. We have a variety of participation from individuals and groups across the County. Some areas have more participation than others.

4. **Question:** What is the proposed schedule for delivery? Or will that be determined in collaboration with the consultant?

**Montgomery County Response:** This will need to be determined with the consultant; however, we would like to hear from each respondent how they would approach the plan development and an overall estimated timeline (18 months, 2 years, etc.)

5. **Question:** Under contractor requirements, it is noted that the Comprehensive Plan would include individual village plans. Does this mean that we would include existing village planning effort documents, or prepare village plans as part of this scope of work?

**Montgomery County Response:** Yes. We have a good basis for the overall plan and the village plan. We need to reevaluate each and determine what we need to change, add, delete, etc. We will have adopted “Transportation Matters” as an overall County transportation plan. This document will serve as the transportation chapter in our existing and upcoming comprehensive plan.

6. **Question:** What is the County's timeline for completion of the Comprehensive Plan, and what month is the project anticipated to kick off?

**Montgomery County Response:** The overall timeline will need to be developed based on consultant input/feedback. We would expect to kick off the project no later than January 2024.

7. **Question:** Has Montgomery County established a citizen advisory committee to facilitate community input for the Comp Plan Update? If not, does the County intend to do so?

**Montgomery County Response:** We do not have a citizen advisory committee but would be very interested in developing one. We do have very active individuals/contacts in some of our villages and we have a list-serve of interested citizens.

8. **Question:** We understand the County has recently completed a Regional Housing Study and is projected to adopt next month the Transportation Plan. Has the County updated any other chapters in your 2004 Comp Plan since adoption?

**Montgomery County Response:** There have been amendments since the adoption. We have added information for UDA's, revised some of the village plans, and will be adopting an amendment related to solar energy before the end of the year.

9. **Question:** In the RFP, the County indicates that the initial contract term for the Comp Plan Update is one (1) year, or as negotiated, with the option of up to four (4) one-year renewals. Does the County expect completion of the Comp Plan Update within one year? Given reference to up to four (4) one-year renewals, what additional work does the County expect?

**Montgomery County Response:** The initial contract period is negotiable and will need to be determined with the consultant prior to contract award; however, we would like to hear from each respondent how they would approach the plan development and an overall estimated timeline (18 months, 2 years, etc.). We are aware that this is a large undertaking with an overall plan and the potential of up to 6 village plans so we want to provide the capability of being reasonable in regards to timeline/completion. Renewal periods may or may not be necessary.

**ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:**

COMPANY/FIRM NAME AND ADDRESS:

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\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

SUBMITTED BY:

NAME: \_\_\_\_\_  
(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_