



M E M O R A N D U M
ADDENDUM #1
RFP #20-007 LCI DOWNTOWN MASTER PLAN

To: All Potential Respondents
Subject: RFP# 20-007 LCI Downtown Master Plan
Dated: August 26, 2020

Questions and Responses

1. Do the cover/divider pages count towards the 25 page-count?
Response: No
2. The RFP calls for 4 similar projects is that for each firm (prime and sub-consultants), or is this referring to 4 projects in total?
Response: Four projects total.
3. Does the consultant need to meet all three of the “Local Presence” qualifications to receive 5% credit, or just one of the three?
Response: One is sufficient.
4. Please confirm if the 25 pages are to be single sided? Or can we do 25 double sided pages for a total of 50 pages?
Response: You can submit 25 double sided pages.
5. For the community engagement process, does the City envision the Consultant developing a project specific website?
Response: No website required.
6. Can you provide an estimate of how many City Council meetings are anticipated for the Consultant to participate/present in?
Response: 2 meetings
7. Would you mind clarifying the minimum population and/or land area preferred for projects completed “within large city downtowns” from the text of RFP #20 007 below?
“For the consultant and any subconsultants: description of a minimum of four (4) similar or related projects successfully completed within the last five years including references with names and contact information. Of particular interest would be any projects completed within large city downtowns.”
Response: We are looking for consultants to provide information on projects they have worked on with emphasis on downtown revitalization [i.e. urban design standards, land use/zoning, transportation, etc.]. Fairburn’s population is approx. +/- 15,000 so smaller downtowns are definitely worth mentioning as well as medium to large size downtown projects with a focus on overall downtown revitalization [growth and development of the downtown areas, with the overarching goal to make it an attractive place to live, work, and play].

End of Addendum