

Submittal Description

Addendum No. 01



Project Name: Update to Historic District and Local Landmark Design Guidelines	Project No.: RFP# 24-24-41
Prepared By: Chantae Gooby, Chief Planner	Date: 04-24-2025

General Questions, Clarifications & Requirements:

- 1) Can the City provide information on the available budget for this project, or at least a general range?

Answer: The City of Greenville does not share the budgeted amount for its projects during the solicitation process to support the required competitive nature of the procurement process. This information will be made available to the prospective consultant selected for purposes of negotiations and award of contract. All prospective consultants or firms will need to simply provide an estimated cost for the provision of services based on the scope of work provided in the solicitation.

- 2) Despite the page limits, the RFP indicates that an appendices section can be included. Can it include materials such as project sheets from relevant projects?

Answer: Yes.

- 3) The RFP indicates that the City would prefer a document using software to allow for future updates by the City. Is InDesign by Adobe an acceptable software? We have found that creating good documents with attractive formatting and a lot of graphics is very difficult in software such as Word.

Answer: The document would need to be created in InDesign so the City Staff can make future changes.

- 4) The RFP states that the consultant needs to “Provide minutes relative to all meetings held.” Since that is not a typical requirement of consultants for this type of project, would a relatively concise summary of the meetings be acceptable?

Answer: A concise summary of the meeting(s) will be acceptable.

- 5) Will the City be responsible for the logistics related to meetings, such as securing the meeting space, notifying the public, and similar needs?

Answer: City staff will secure the meeting space and provide public notifications. The consultant will be expected to provide the content for public notifications and/or advertisements.

- 6) The RFP states that the consultant will need to “Host a project website....” Does that mean that the consultant will need to actually deal with the mechanics of the website, as opposed to just providing the City with the necessary content to use for the City’s website?

Answer: Yes, the consultant will need to create a project website and the City will have the option of purchasing the domain subscription at the end of the project.

- 7) Is there a specific number of in-person trips that the consultant will be expected to make to Greenville?

Answer: The specific number of in-person trips can be determined as part of contract negotiations.

- 8) On page 9 of the RFP under “D. Project Team Members,” it suggests that a land use attorney will be required as part of the consultant team. Is my interpretation of that correct?

Answer: Yes.

- 9) Will interviews for selection of the consultant be required to be in-person or will videoconference interviews be an option?

Answer: Initial interviews can be conducted virtually; however, an in-person interview will be required prior to final selection.

- 10) Can some public engagement be completed using virtual survey tools?

Answer: While some public engagement can be accomplished by gathering data via online surveys, various methods may be necessary to reach all sectors of the community. The specific number of in-person trips can be determined as part of contract negotiations.

- 11) Will the project website be on the city website or on a separate domain? If separate, will the City purchase the domain subscription?

Answer: See question 6.

- 12) Does the City anticipate the use of focus groups or a steering committee? If so, will the City help to identify members?

Answer: The City's Historic Preservation Commission will assist with this project. The use of a focus group/steering committee is not anticipated; however, guidance from the prospective consultant on the possibility of this need can be discussed during contract negotiations.