

City of Rosemead - RFP 2020-02 - Strategic Planning Services
Questions and Answers: Posted on Tuesday, February 4, 2020

1. You ask respondents to "Provide a description of pertinent project experience with other public municipalities (maximum of four) and private sector (maximum of two)." We only work with public municipalities. Should we provide a maximum of four or six examples of project experience?
 - a. Four is perfectly fine.

2. Page 1. C. Scope of Services:" calls for the consultant "...to develop a cohesive and relevant 10-year (with a review every two years) strategic plan..." Is the consultant involved in the review? If so, should we include the review in our work plan and cost proposal?
 - a. Yes, please include every two-year review proposal cost.

3. Has the City identified a budget for this project? If not, have you discussed a budget for the community engagement portion of the project? There is a vast range of options for community engagement and often cost is a factor for cities in deciding the forms and extent of community engagement.
 - a. The City has identified a budget for this project. Please provide three range of options for community engagement.

4. What is the likelihood of the City releasing any solicitations for IT related services, systems, or equipment as a result of the Professional Strategic Planning Services effort?
 - a. The City recently hired a new IT vendor with a three-year contract and potential two-year extension. Therefore, they will be assisting with any IT related tasks.

5. Can you share the budget or budget range for this project?
 - a. No.

6. Is there a page limitation for the proposal?
 - a. There is no set page limit for the proposal.

7. Are out of State firms encouraged to apply?
 - a. Yes, as long as we can have personnel on site for all of the meetings.

8. Are firms on the City's distribution list preferred vendors?
 - a. No.

9. On Page 4, Item #4 (Work Plan/Proposed Approach), the last sentence reads:
Please describe the role, extent of services (number of people used or saved, engagement duration, and contract value).
Please provide clarification about what the City is expecting to see in our proposal regarding this instruction.
 - a. This specific line will be removed from the paragraph in the RFP.