

**RESPONSES TO QUESTIONS AND ADDITIONAL INFORMATION REGARDING**

RFP SOLICITATION #DDP-SMP-6-22-21 POSTED JUNE 22, 2021

DOWNTOWN DOVER STRATEGIC MASTER PLAN

“ENVISION CAPITAL CITY DOVER 2030”

[https://www.downtowndoverpartnership.com/RFP\\_Dover\\_Strategic\\_Master\\_Plan\\_6-22-21.pdf](https://www.downtowndoverpartnership.com/RFP_Dover_Strategic_Master_Plan_6-22-21.pdf)

**The Downtown Dover Partnership (DDP) is not required to provide updates on the above-noted RFP.**

**Nevertheless the DDP will make every effort to post questions and additional information regarding the above noted RFP. Interested responders are advised to check the website**

**[www.DowntownDover.com](http://www.DowntownDover.com) weekly for periodic updates.**

**July 23, 2022 Updates**

**Should the statement of qualifications, technical proposal and financial proposal all be under one cover or submitted as separate documents?**

The Statement of Qualifications, Technical Proposal and Financial Proposal should be separate documents submitted under the umbrella of one response.

**Could you clarify what the Projected Timeline for Implementation (Section 1.7, pg 10) should look like for the proposal and the extent of the details required? Are we expected to anticipate the implementation schedule for the proposal?**

Responders are asked to provide as much information possible with regard to both the timeline for development of the plan, as well as a timeline for implementation of the proposed strategies. This can be as basic or as descriptive and detailed as the responder wishes to provide, so that the DDP has an understanding of what a reasonable timetable for each may look like.

Responders may consider samples of timelines from other towns/cities. Those below are simply examples of what has been in other towns/cities:

- <https://www.greenvillesc.gov/DocumentCenter/View/14334/Downtown-Master-Plan-web> P. 66
- <https://www.portsmouthva.gov/DocumentCenter/View/919/Downtown-Master-Plan-and-Waterfront-Strategy-PDF> P. 98
- [https://greatfallsmt.net/sites/default/files/fileattachments/planning\\_and\\_community\\_development/page/27411/dtmp\\_cc\\_public\\_hearing\\_final.pdf](https://greatfallsmt.net/sites/default/files/fileattachments/planning_and_community_development/page/27411/dtmp_cc_public_hearing_final.pdf) P. 55

**Please confirm that the budget for the development of a plan per the RFP is between \$75,000 and \$95,000.**

If your group wishes to participate and the budget does not align with the responder’ fee structure for services/deliverables outlined, responder may recommend a reduced scale/scope of work, and/or a compelling explanation of a different fee, and propose services/deliverables, etc. accordingly.

## **July 16, 2022 Updates**

### **Will there be a pre-bid meeting?**

There is currently no pre-bid meeting scheduled. If, based on questions received, the DDP senses that there is confusion, it will be handled either through a written response and posted on this website, or a pre-bid meeting will be scheduled and posted at least seven days prior to such a meeting. To date, inquiries have sought clarifications, but not confusion.

### **Can interested vendors/potential responders call the DDP to discuss the project?**

Per the RFP, all questions must be provided in writing to: [Diane@DowntownDoverPartnership.com](mailto:Diane@DowntownDoverPartnership.com). No conversations will be held with vendors or potential responders regarding the RFP or the project.

### **What is the available funding/budget for this project?**

The budget for this project is \$75,000 - 95,000. All responses/bids will be considered. The most qualified responder will bring:

- enthusiasm for the project and location;
- proven expertise/qualifications of all team members;
- a strong understanding of the breadth of the desired master plan [reference RFP 1.4.(b.)] as well as how to address each item succinctly and efficiently in the plan;
- and a highly competitive bid pricewise.

### **What is the anticipated duration of the project from the date of selection of a vendor (September 2021)?**

Six months to develop the plan, unless there are compelling reasons/conditions (outlined by Responder) that would necessitate a longer timeframe.

### **OTHER:**

- DDP seeks both a high level, visual/vision-like, conceptualized response to inspire investors and the community, as well as a detailed and fact/evidence-based list of strategies/recommendations and timeline to address assessed needs. This includes, where possible, expert market and economic consultants, multimodal transportation consultants, engineers and environmental consultants, and others to address important client considerations more deeply and comprehensively.
- The DDP believes various types of firms (design-oriented, planning (policy), market/economic-based, or other) can effectively lead a team that would then consist of a lean team of topic-specific professionals.

- At this time, the DDP (a public/private non-profit) does not foresee any restrictions on accepting submissions from consultants that are based outside of the United States. If there is a reason why we should not or cannot consider responses from places outside the US, please advise [Diane@DowntownDoverPartnership.com](mailto:Diane@DowntownDoverPartnership.com)
- The DDP seeks market analysis, as necessary, for all industry sectors that would be represented or considered for representation in the district and that would:
  - make for a healthy, vibrant, diverse core of residential and commercial activity;
  - that accesses cultural opportunities; and
  - that employs and houses a local workforce, wherever possible.
- Regarding the analysis of “existing infrastructure including utilities, storm water, sanitary sewers and roads”, does a formal utility infrastructure analysis or survey exist?

Information about the age, capacity, type, and location of utility infrastructure will be available through communications with City of Dover staff in Public Works, Water and Wastewater, Electric and other departments, as well as from local professional engineers familiar with the downtown.