



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Lauren Rowley, Purchasing Manager
DATE: **May 8, 2025**
SUBJECT: **Addendum #01 – P25000527: Professional Services- Comprehensive Plan**

This addendum has been issued to address the following Q&A:

Q1.) Six interviews is a specific number to represent the sentiments of an entire community. Have the stakeholder interview subjects already been identified?

A1.) No, stakeholder interview subjects have not been identified yet. The six interviews specified in the RFP represent our minimum expectation, establishing a baseline for proposals. We recognize that effectively capturing community sentiment may require additional interviews beyond this initial scope. The comprehensive planning process involves many unknowns, and we anticipate the selected consultant will work with us to determine if more stakeholder engagement is necessary as the project evolves. We welcome your recommendations on stakeholder selection methodology and how you would approach scaling interview efforts if needed to ensure diverse, representative community input.

Q2.) Does the city anticipate stakeholder interviews be done individually or in a group?

A2.) The city has not specified whether stakeholder interviews should be conducted individually or in groups. This provides flexibility for bidders to propose the interview format they believe will be most effective for gathering meaningful input. Your proposal could include recommendations for either individual interviews, group sessions, or a combination of both approaches, along with a rationale for your recommended methodology.

Q3.) Should the consultant assume that the approved Memorandum of Understanding will be the guiding document for communications and decision making during the Comprehensive Plan process?

A3.) Yes, primarily this will be used as the guiding document for expected work completed and outcomes.

Q4.) Has the City designated a budget for the Comprehensive Plan Scoping Process (Task 1)?

A4.) Not at this time.

Q5.) Has the City designated a target budget for the Comprehensive Plan itself? Should the Consultant include the determination of a budget in the scoping process?

A5.) Not at this time, and yes they should.

Q6.) Should the Consultant provide an estimated annual budget request for ongoing technical assistance? If so, is the City willing to provide a more specific estimate of the type of assistance that would be requested?

A6.) Not necessarily, but it is welcomed. We anticipate our needs being: assistance with updates/reviews of the zoning ordinance and general best practices in the development process as we build this team out.



City of Flint

Department of Purchases & Supplies

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Purchasing Manager, Lauren Rowley, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you,

Lauren Rowley, Purchasing Manager