

## REQUEST FOR PROPOSAL

### STRATEGIC PLANNING PROFESSIONAL SERVICES: VISISON 2026

#### QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS

Date: July 9, 2021

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1. As it relates to the schedule and timeline, are there any additional dates that we should be aware of for planning purposes?

A: At this time, there are no additional dates to consider.

2. With regard to the interviews of Mayor, Council and City Staff, is the expectation that these will all be conducted in person, or does the consultant have discretion to determine when virtual interviews can be utilized?

A: A consultant has the discretion to determine the most efficient and effective interview process, which could include an in-person and/or virtual format.

3. For the community visioning aspect, are there any ongoing Covid-19 restrictions or considerations that would prevent/deter large(r) in-person gatherings?

A: Right now, there are no COVID-19 restrictions and/or considerations that would hinder the ability to gather in-person.

4. Does the city have access to meeting space for public input sessions?

A: Yes.

5. Can a survey link and the related information reside on the City's website, or will a standalone site be required for community input and information?

A: Yes, a survey link and related information can reside on the City website.

6. For the strategic planning workshop, have the "key Community Stakeholders" been identified, or will you require assistance from us to identify those individuals?

A: City staff will identify the Community Stakeholders for this engagement.

7. Item 'f.' of 'Deliverables' indicates a need for a redrawn organizational chart. What facilitated the need for this request?

A: To be clear, this relates to the identified goals, objectives, and strategies.

In other words, as a result of this exercise, would it be necessary to consider a modified committee structure and/or organizational structure to position the City to be more likely to fulfill the outcomes desired. If so, what are the specific actions needed, e.g., position creation, new committee, etc.

8. In pursuit of completing Item 'h' of 'Deliverables', what assistance from City accounting staff/contractors will be available to determine future costs?

A: The Finance Department may be able to assist dependent on the item that a costing is needed for.

9. Are there any specific internal or external conditions or situations that may pose a challenge to the planning process and its success?

A: No.

10. Are there any concerns, conditions or situations that currently exist within the existing organizational structure that could be corrected through the plan's recommended restructuring?

A: No.

11. What has prevented the city from doing a strategic plan in the past?

A: Not sure. It might not have been a priority.

12. What types of community engagement efforts, activities or events have worked well or perhaps haven't worked well in the past?

A: The City's engagement efforts are like other communities, i.e., social media, public notices, workshops, feedback surveys. In the recently completed, and yet to be finalized, Community Survey, it has become apparent there is a communications gap. Addressing this is a high priority for the City Administration.

13. Could you please describe the current relationship or collaborative environment between the city and the community?

A: See above.

14. Do you believe there is a need to improve the relationship between the city, stakeholder groups and community at-large?

A: Relationships can always improve. Overall, between the three groups there appears to be a functional, working relationship. Open and respectful communication may be an area for improvement for all parties.

15. As the city administrator, how will you define this project as a success?

A: If the City has achieved most of the vision set for the next three to five years, and during that process relationships have strengthened to align ALL stakeholders.

16. We would like to offer the most effective process possible yet within acceptable budget consideration. Is it possible to provide a potential budget range for this project?

A: The City will review all proposals to determine the most cost efficient and effective process and reflect on the budget thereafter.