M E M O R A N D U M

Date: April 12, 2021

To: Proposal Preparers

From: Heath Eddy, AICP, Planning Manager
City Development Department Staff

Subject: **Questions and Answers for Consultants**

As provided in the Request for Proposals dated March 16, 2021, staff is responding to various questions submitted by potential proposal responders. These are below, along with staff's responses.

1. **How many copies of the proposal should be submitted?**
   The City requests five (5) copies of the proposal, plus an electronic version for additional distribution as needed.

2. **Would the City be amenable to the consultant taking the lead on facilitating some of the public outreach efforts (Section IV.C)?**
   The City is aware that consultants may desire to have more involvement in the process. Facilitating input would be helpful if targeted. The City is open to recommendations as part of a proposal, though since this isn't a part of the initial scope any consultant including such work product should price it separately as an optional add-on.

3. **What specifically is the City looking to address regarding non-conforming uses (Section IV.B.viii)?**
   The existing non-conforming use sections reference replacement cost as a marker for whether or not to permit non-conformities to continue. The City is looking for alternatives to this restriction that permit greater flexibility.

4. **What are the "targeted, high priority updates" the City wishes to develop and adopt early in the process (Section IV.G.i.a)?**
   City staff have identified several interim amendments that we will be pursuing as a means to address existing problems with the UDO in a relatively straight-forward way. These include (1) greater flexibility for food truck permitting; (2) impervious coverage as a replacement to the existing "maximum lot coverage" standard; and (3) a tree-cutting permit to formalize the process and reduce after-the-fact enforcement. This list is not necessarily all-inclusive.

   a. **Will the consultant be assisting the City in any way with the "targeted, high priority updates"?**
      This is not anticipated at this time.

b. **What is the City's time frame for completing the "targeted, high priority updates"?**
Ideally, the City hopes to have these interim amendments adopted by the end of 2021, but that would be the best-case scenario.

5. **Are diversity and equity part of a larger City initiative (Section VI.4)?**
Diversity and equity should be ideals in any planning effort. The objective specifically with respect to proposal evaluations is that we are seeking alternative perspectives, so that a wider variety of alternatives can be considered.

   a. **Could you please provide more information regarding what the objective for that criteria is?**
   More specifically, we seek a variety of perspectives, as much as can be considered, though consultants should also reflect that 10 percent of the evaluation weighting is geared toward this criterion. For purposes of this project, we would consider it a positive if the proposed consultant team had perspectives beyond just the suburban experience, to incorporate those with exposure/experience with different techniques either as administrators or developers of regulatory language.

6. **Is there any desire or interest in pulling Sign regulations into the Unified Development Ordinance?**
The City had not considered adding the existing (or revised) Chapter 210 of the Municipal Code into the rewritten UDO. However, the City is open to including it. Again, consultants who include the sign code as part of their proposed work product should price it separately as an optional add-on.

7. **To what extent will the City Attorney be involved in the drafting process?**
The City Attorney is responsible for evaluating draft ordinance language as part of his duties and responsibilities to the City administration, Common Council, and staff. He will place a role, though on an advisory basis with respect to the Council and Plan Commission. Staff ultimately relies on the City Attorney to provide legal guidance so his role will remain as important but not central to the drafting process.