

## Ybor City RFP PreBid Conference Q&A

11/26/18

Q: Section 3 of the scope of services identifies that the Planning Commission will select one or more consultants to complete the services. What is the intent of the Planning Commission?

A: The Planning Commission will select one consultant. That statement was included in the event the consultant selected is already working with someone else and you agree to work with someone else on the project.

Q: Do you have a projected timeline for the completion of this?

A: The Planning Commission's timeline is the end of FY19 (September 30, 2019); however, they would like the selected consultant to provide a timeline of when they think they will be completed, including the engagement process.

Q: Are there any questions around the data?

A: We anticipated we would provide the data that was provided to us by the City. We have contacted the City and gave them a list from the scope of services. The City feels most of the data is readily available from their GIS website. They will give the consultant access to the data so you can draw down the data. You can look for any data that you feel is missing. We would like to see a definite scope of service from whomever we settle on. If you look at the data we have provided in the past, additional data sources may be needed in order to carry out the project.

Q: Has that been posted, that data set? Your requested data?

A: The scope of services has a summary of the data we are going to ask for.

Q: You mentioned you are going to open the source to the GIS data that is available on the City side?

A: The City is going to be the source for most of the data. When we get into the scope of services under the project tasks, we will try to identify beginning with A – the kinds of data we thought were appropriate to carry out this consultant contract so we have provided that as a list, item by item, and the City believes most of this data is readily available from their GIS data source. Then we will give you access to that data source. So again, we ask you to go out and look at that and give us with a time frame for proposal of when you think you will be able to

provide us with a final list, so we look forward to defining the scope of services as well as the products. Any other data you may need we will through the Planning Commission, specifically through transportation, on whether we can provide that data. I think we feel comfortable that most of that data is readily available and specifically requested data.

Q: On the 25-page count on the response, is Form 1.2 part of that page count, tabs, covers or is it just total of 25 pages?

A: We were thinking more of just the text part. Twenty-five pages of text.

Q: A question for Section 4, Public Participation; I know it covers a plethora of different public participation outreach methods but is there an anticipation level of public engagement you are thinking for this project, like a certain number of meetings/workshops over the project completion timeframe?

A: We do have a couple of public meetings with the YCDC, one maybe more with the City Council and one with the Planning Commission. These are specific meetings presenting the project findings. The idea of how you actually reach those findings in public participation form, is up to you while working with the City and Planning Commission. The public participation portion will include the YCDC standing committees and the YCDC Board, and the Community at large.

Q: Do we set that up through you?

A: Yes, we will provide you the major stakeholder names and contact information to help facilitate. You set up the meeting times and dates and we would help with the meeting place.

Q: As part of the assessment under the scope, are we to get the strategic action plan from 2005 and assess where that's at?

A: Yes, bring it up to date with current issues pressing the community. Identify issues through the public participation process with various committees. Some of the issues might include: transportation, public safety, arts, cultural, special events, economic development planning and infrastructure.

Q: If there is any mapping that is included as a part of this, does it need to be in the GIS format?

A: Yes, that is a requirement for GIS to come back to us. We ask that all final products be in Word format, all data to be Microsoft Access compatible and all mapping to be GIS compatible.

When submitting for the RFP please make sure the people listed that will work on the project are actually the people that will work on the project, with resumes included. This is listed on the applications. Project Manager is the point of contact. If you are asked back to come to an interview, all of the people listed will need to be at the interview.

Q: Under the condition assessments, do you expect that all these assessments will be made available to us? For instance, retail uses will be made available. Item #7 Project Tasks and Sub-Item A Conditions Assessments.

A: There are data sets available through the YCDC and they will give you current businesses that are in place within the district, but there may be some additional research that you will need to do. There may be additional data sets that you have access to that you can bring to the project.

Q: Can the YCDC describe the type of data you have provided for marketing?

A: We did a resident worker survey in 2016 and again in 2018, so we have that data. About 750 respondents per the 2016 and 2018 tabulations. That is what the residents and the workers see as our weaknesses and our strengths of the districts. We do have an inventory of businesses, but things change daily, so what you will receive is frozen in time that we've updated. There may be some updates required of basis data as things change constantly. This is an excel document. Based on the data, we will be looking for a best available report.

Q: Is the community aware this process starting?

A: The Board is aware, but it hasn't been in the paper, other than the advertisement for the RFP. There are 10 ex-officio seats so all of those represent organizations that make up our Board. Internally, we're under the economic development department which oversees development services, so they are all aware of what we are doing. The CRAs (City Council) are also aware. Word gets out, which is a good thing. We want the engagement. The community wants to know when it's happening and how soon can they expect notification, etc. There are "flashes" that go out with key information to approximately 1,500 people. They are also working with their marketing firm, HCP Associates, to get information out through social media. The YCDC office is on 7<sup>th</sup> Avenue so they are very in touch with the community. They have ambassadors that reach out to merchants in the area.

Q: You mentioned the short list presentation. When do you anticipate that would occur in your identified schedule?

A: (Answer has been modified for new schedule) December 7<sup>th</sup> at 5:00 p.m. is the deadline to submit final packets. The following weeks, Planning Commission and City of Tampa staff will

review the bids. Staff anticipates notifying applicants on December 20-21 for interviews on January 7-8. Final consultant selection to occur on or before January 11.