



ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
**Request for Proposals for
Community Consultant for General Plan Update (#263605)**

Date: July 19, 2021.

From: Planning & Building Department and Department of Workplace and Employment Standards

To: Prospective Bidders

1. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. In order to receive future Invitation to Bids for Construction and Professional Service projects and invoice payments.
4. **Proposal are due via iSupplier at 2:00 PM (PST) on Friday, July 30, 2021**
5. Please see *attached* Questions and Answers.
6. For questions regarding the following topics below:
 - a. iSupplier questions, please send an email to iSupplier@oaklandca.gov
 - b. Requesting to receive an invitation to participate in a project, please send an email to iSupplier@oaklandca.gov.
 - c. Project related questions, contact generalplan@oaklandca.gov.
 - d. Contract compliance questions, contact Vivian Inman at 510-238-6261.
 - e. Contract administration questions (e.g., planholders list, attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>

Christina Ferracane, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date

General Plan Update Community Consultant Request for Proposals | FAQ

July 19, 2021

1. Please clarify the selection process and the involvement of the Prime Consultant and the City.

There will be a two-part selection process as described on page 12 of the RFP. The City will review all Community Consultant proposals and select the top-ranked proposals to participate in the interviews. The City's preferred prime General Plan consultant will be invited to join the City in evaluating the finalists and selecting a preferred Community Consultant. The selected Community Consultant will join the prime Consultant's Team and will be presented as part of the overall General Plan Consultant Team when this is brought forward to City Council in September 2021.

2. Should the prospective Community Consultants identify the potential community-based organizations (CBO) partners they plan to subcontract with in their proposal?

The Scope of Work identifies a selection process for bringing on board the CBOs, so the understanding is that CBO partnerships would not be formalized at the time of submittal. However, the selection criteria do describe the ideal Community Consultant as having demonstrable relationships with certain communities, so prospective Community Consultants can describe relationships with CBOs that have direct experience with those communities.

3. When will the community engagement plan be determined and how will the Community Consultant be involved?

The community engagement plan will be one of the first tasks undertaken by the General Plan Update Consultant and will likely be prepared early fall.

4. How will the project schedule be determined and how would the Community Consultant be involved?

The major deadlines of the project are determined by the City's legal obligations as a California City. The General Plan Consultant will create a more detailed project schedule with input from the City and the Community Consultant.

5. How will the prime General Plan Update Consultant be selected? And how will community feedback regarding the RFPs be considered?

There is a two-step process as detailed in the RFP on pages 28-29. Jul 8 for notification of finalists and July 19 for final interview. The City is looking for the team with the best qualifications, capacity, and expertise to achieve the desired outcomes, including meeting the statutory requirements for General Plans, responding to City Council policy direction, and responding to feedback received during the City's General Plan Update Listening/Scoping Sessions held in fall of 2020.

6. How will existing initiatives be incorporated into the GP?

The General Plan will build on the work that has already begun in related processes, such as the West Oakland Community Action Plan (WOCAP); the Healthy Development

Guidelines (HDG); the East Oakland Neighborhoods Initiative (EONI); and many more. The [General Plan Update Technical Memorandum](#) (April 2021) and the [General Plan Project website](#) further describe many of these initiatives.

7. What is the expected budget?

The City understands that the exact budget will be based on a specific scope of work. We're looking for Community Consultants to propose that specific scope of work with an accompanying estimated budget in their RFP submittals. We estimate that the Scope of Work outlined in the RFP could be achieved with a budget proposal of approximately 1.25-1.5M. The final scope of work and budget will be based on negotiations with the City after the Community Consultant has been selected. The City will not make its professional selection based on fee, the submitted budget will be evaluated as part of the selection process to evaluate the cost and resources assigned to the proposed scope of work, and as a starting point for a negotiated scope of work and budget.

8. How will community consultant and prime consultant work together?

They will work closely together to ensure that community input and feedback is accurately captured and incorporated into the General Plan Elements. The General Plan prime consultant team and the Community Consultant, along with the City, will work out roles and responsibilities as part of contract negotiations.

9. How will the City balance the power dynamics between the GP Consultant and the Community Consultant?

The City understands the power differentials that exist between larger, more traditional planning firms and smaller, community-based organizations. The General Plan project manager will be especially attuned to these dynamics and proactively work to ensure that the expertise of communities are held in the same regard as the expertise of the traditional technical consultant team members.

10. What are you looking for in the Community Consultant RFP applicants?

We are looking for an organization with deep knowledge of the City of Oakland and varied experience in bringing together many different stakeholders to engage in a planning process. We want an organization that knows how to bring technical conversations to community in understandable and meaningful ways. We are looking for an organization that can partner with 15+ organizations and handle a sizable administrative commitment for several years.

11. Is the expectation that the organization has all staff hired at the time of the application?

The proposal should clearly outline the organization's staff who will be assigned to the project and the role each person will play. If a staff hire is in progress, please detail the qualifications of the staff person to be hired and the role they will play on the team.

12. Does Schedule Q (insurance) need to be submitted at time of submittal?

Insurance Requirements is informational only. The Schedule is not one where they need to complete or submit with their proposal. Insurance documents are not required at the time of submittal either. Only Schedules E, I, O, and W are required with the proposals

along with any addenda that was issued.

13. How should fiscally-sponsored non-profits sign up in iSupplier (and submit) – as themselves or as their fiscal sponsor?

Regarding registration with iSupplier, anyone with a Taxpayer ID or Social Security Number can register. The fiscally sponsored non-profits should be added as the user in the fiscal sponsor's iSupplier profile, so they can submit a proposal, since the sponsor is responsible for the use of funds.

14. Do you have to be an “approved” bidder or have “permission” to submit for a proposal in iSupplier?

No. Any organization registered in iSupplier can submit a proposal, you do not have to be approved or receive permission.