



DATE: December 7, 2015

TO: Interested Parties

RE: Asheville Comprehensive Plan Proposals

ADDENDUM NO. 1

The purpose of this addendum is to provide answers to the questions submitted regarding the initial Request for Proposals issued on November 9, 2015.

1. The Request for Proposals describes a very ambitious work effort that covers many topics and issues. Would the City be open to a more focused, strategic approach that relies less on technical analysis and more on how the City can be a high performer in critical topic areas (climate change, healthy communities, livability, etc.)?

Asheville is looking to model its comprehensive plan on the framework proposed in the PAS report 578, *Sustaining Places: Best Practices for Comprehensive Plans*. It is expected that some level of technical analysis will be required to identify strategies in the various topic areas that are identified in the RFP. The extent of the analysis may vary depending on the topic. We ask that each respondent outline their approach based on the current budget as well as identifying possible enhancements or alternatives that the City might consider with additional funding.

2. Page 11 describes a deliverable that will be “A platform to incorporate and manage data for the large number of infrastructure and other planning documents that have been completed or are currently underway.” Could you provide clarification on this item?

This deliverable is not asking for the actual design/execution of a digital home where the files can be organized and accessed. The City is expecting that existing plans will be read and analyzed in light of the recommendations and strategies proposed in the new comprehensive plan and that proposed recommendations and strategies will be consistent with recommendations laid out other planning documents adopted by the City. A matrix summarizing the main strategies of all the various documents and how they relate to the strategies in the comprehensive plan would be ideal.

3. Livability index—Is there a current assessment to build on, or do we have to do original research and analysis?

This is a general reference to Asheville's ranking by Livability.com.

4. NC benchmark communities—Have the various benchmark studies referenced been completed, or is creation of the benchmarking tool and collection of the data required as part of this project?

We are expecting some level of analysis, comparing Asheville to 3-5 other cities in North Carolina of similar size and character.

5. AIM Plan—The RFP implies that this plan will not be at a level that will facilitate implementation. Is that true?

The Asheville in Motion Plan should be completed and ready for adoption in early spring. It will be at a level that will facilitate implementation and the new comprehensive plan should closely align with the AIM Plan.

6. Research of the role of multimodal transportation in transportation and housing affordability and neighborhood enhancement—Is this a review of literature, an analysis of existing studies, or original research?

This would involve a review and analysis of existing studies and may involve some original research as necessary to meet the goals of the comprehensive plan.

7. Climate change impacts—Is there a current local assessment to build on or go from, or do we have to do original research and analysis? Do you want a high level or detailed review if original research is required? By “help the community” do you mean just include more specifics on this issue in the comprehensive plan document, or do you foresee other materials, meetings, etc.?

The City has been working with the National Environmental Modeling and Analysis Center (NEMAC) on a climate resilience framework and Multi-Hazard Risk mapping tool. NEMAC is very familiar with integrating climate adaptation into comprehensive plans. It is anticipated that the City will contract separately with NEMAC who will then be available to work with the chosen consultant team to integrate their work into the strategies of the plan.

8. Data platform—What type of data platform are you requesting, and are the various plans and studies you refer to in digital form? This is a very unusual comprehensive plan project component.

See answer to question #2 above.

9. Evaluation of the city's infrastructure and facilities—The RFP implies that this will require original research, at least in part. What types of data does the city currently have that can be used for this analysis and how much do you foresee will be from original research? This is a very unusual request for a comprehensive plan project and team.

It is expected that this would be a general evaluation based on review of existing plans and data gathered through a literature review and personal interviews with facility staff.

10. Informational forums—Does the city have additional funds set aside to reimburse travel costs and pay stipends for subject matter experts to present sessions? How many forums do you envision and what issues should they cover?

We are expecting that each respondent would propose what they believe is the best approach within the given budget, based on the project goals and their own experience. There are no additional funds available.

11. Staff assistance—How much staff assistance will be provided for public outreach and the project overall?

There will be a project manager on staff available to work with the consultant to facilitate access to information and help to organize public meetings. Staff will also be available to coordinate focus groups, and to update the community as necessary. Staff has initiated a process we are calling “Plan on a Page” to help organize and direct neighborhood input and we will continue to monitor that process and direct feedback to the chosen consultant. Asheville’s Communications and Public Engagement Team (CAPE) will create a website and be available for assistance in the public engagement process.

12. Public outreach—How many face-to-face meetings (charrettes, workshops, briefings, etc.) do you envision for the project, by type? The RFP implies that the community engagement process currently underway for downtown has failed to result in a consensus vision for this area, and that it will fall to the comprehensive plan consulting team to tease out and build support for a common vision. Is that true, or should the process be designed to deal with a few very specific issues instead of overall vision?

The City expects that the selected team will be responsible for presenting the draft and final plan to the Planning and Zoning Commission and City Council. Beyond that we are asking each consultant team to propose an adequate plan for community engagement with the understanding that city staff will help with coordination of these events as stated above.

13. Best practices and funding ideas for infrastructure—Is this request related to the need for concepts beyond traditional funding sources?

Yes, we are interested in exploring all options available and used by other communities.

14. Budget analysis and recommendations—Determining a realistic and sustainable budget breakdown sector by sector within the city budget is a very unusual request for a comprehensive plan project. Comparing Asheville’s budget to the budgets of other cities for the purpose of determining how Asheville should budget for police, fire, planning, capital projects, etc. does not allow for local variability in priorities, vision, or current resources and needs. Regardless, is this your intent?

Yes, that is our intent as the City is concerned about its financial sustainability and thus is seeking a high level budget analysis on how Asheville compares to other cities.

15. Can you please clarify “Project Deliverable D: A data platform...”? Is this intended as recommendations for a way to organize data / reports? Or is this deliverable asking for the actual design / execution of a digital home where the files can be organized and accessed?”

See answer to question #2 above.