Addendum # 1

City of Greeley Colorado

Project Information	
Project Name:	West Greeley Community Subarea Plan
RFQ Number:	F25-02-013
Date:	March 13, 2025
Project Manager:	Don Threewitt, AICP; Caleb Jackson, AICP

Addendum Questions	
Question #1	Can you clarify the timeframe the city has in mind for this project? The RFP seems to imply that you would like all plan activities completed by late February 2026, though there are also references to project extensions. If start date is April 2025, 10 months is a potential short completion window given anticipated level of community engagement, etc.
Answer	This RFQ's release was delayed. While our goal is still 2/2026 we realize that it is a compressed window. Staff will work with the selected vendor to finalize timelines, scope of work, and extension procedures.
Question #2	Does the city anticipate public engagement being city-wide, or just focused on key stakeholder groups on the west side of the city
Answer	This area garners citywide interest, and the immediate vicinity is relatively undeveloped. We would anticipate a mix of stakeholders citywide.
Question #3	Does the city anticipate transportation modeling by the consultant team as part of the Transportation and Mobility effort
Answer	Substantial Transportation and Mobility work is recently completed or currently underway which would align with the principles and goals for the area, so we anticipate this would be an assimilation effort rather than new analysis and modeling. We are open to the consultant team's suggestions for using modeling to "truth" (refine or validate) recommendations contained in Greeley on the Go and the Mobility Development Plan as applied to this subarea.
Question #4	How should consultant team anticipate coordinating/aligning with the Development Code Audit and Update project that was just put out to bid by the city
Answer	We anticipate the FBC to be a stand-alone product that would be integrated into the DCA at the appropriate time, and coordination will be discussed with the selected vendors. The combined effort should provide a traditional code with an FBC option as a parallel track.
Question #5	While much of the land in the subarea is currently agricultural or undeveloped, how should the subarea plan incorporate large planned or ongoing projects such as Promontory Park

Answer	Degree of connectivity and integration remain to be seen, but are priorities. This will likely be clarified in the stakeholder outreach and plan formation. An existing and planned land use analysis would be completed at project outset.
Question #6	How should the subarea plan address considerations for the city's 3-mile future annexation area
Answer	The Imagine Greeley Comprehensive Plan currently acts as the 3-Mile plan. We expect the subarea plan to provide conceptual planning and policy guidance within the study area that would supplant Imagine Greeley and meet the statutory requirements.
Question #7	Can you clarify the budget range for this project?
Answer	No budgetary information will be shared at this time.
Question #8	Is it possible to get a list of other firms who have submitted inquiries
Answer	No, not at this time
Question #9	Page 5 of the RFQ specifies the preparation of an "areawide structure plan." Can you elaborate on the scale and level of detail expected for this drawing?
Answer	The ASP should act as a guiding document for future urban growth and land use. The ASP will provide the policy framework to guide undeveloped and potential redevelopment land into complete communities. It should illustrate (graphically and/or verbally) future land use guidance, transportation and mobility networks, areas of ecological significance, agricultural preservation areas, and adequate public facilities including water and sewer infratstructure, parks, natural areas, and trails.
Question #10	Page 5 of the RFQ specifies that the components should be "prepared for adoption." Can you elaborate on what is required for adoption, other than the completion of the five key deliverables on page 9, if anything (such as presentations of the documents to the Planning
Answer	Final drafts of all deliverables, Brief (< 1 page) summaries of each item, and all supporting documentation and data.
Question #11	Pages 9-11 of the RFQ spell out the expected schedule, including multiple charrettes, workshops, and interviews. How do the charrettes differ from the community workshops? Would the city consider a proposal which combines various charrettes, workshops, interviews, etc. into one or two multi-day, in-person charrettes which integrate these meetings into a
Answer	Greeley staff is amenable to proposed schedules and outreach strategies that achieve effective community-driven design opportunities, reporting back of aggregated scenarios and results of participation, key stakeholder and public official interviews. Consolidation of outreach that fully meets these engagement goals is acceptable and final strategy will be negotiated with the successful respondant.
Question #12	Pages 9-11 of the RFQ list several bi-weekly meetings for various tasks related to project management. Could these be combined into a single bi-weekly meeting to accomplish all the requested project management? Do you have an expectation of how many bi-weekly meetings will be necessary?
Answer	Yes. Staff anticipates several virtual check-in meetings throughout the process to maintain effective communication and project planning. Number and duration of meetings will be based on project conditions, and no more meetings than necessary is the expectation.

Question #13	Page 11 of the RFQ specifies "staff orientation training." Can you elaborate on what is expected for this, regarding time commitment and preferred format (remote, in-person, etc.)?
Answer	We do not want a consultant to drop off a plan and code and walk away. We are asking for sufficient time budgeted to orient, train, and Q&A with staff to adequately prepare for plan and FBC implementation. Based on similar experiences, an estimated range of up to 8-12 hours over several meetings is anticipated. Based on timing and location of other tasks, these could be in-person, remote, or a combination. Final hours and format will be negotiated with the selected vendor.