



Q&A for Community Engagement Related to a Future General Plan Update (#19-69)

The following is a comprehensive list of all questions received regarding the City's Request for Proposal (RFP) solicitation #19-69 for Community Engagement Related to a Future General Plan Update. Any information provided in this Q&A document are hereby incorporated into RFP #19-69 and its specifications. If you have any questions or concerns, please contact the RFP Administrator, Anthony Nguyen, at anguyen@newportbeachca.gov

#	Question	City Response
1	Does participation in Phase 1 Listen and Learn preclude and/or eliminate the consultant and/or consultant team for bidding on Phase 2 GPU?	No, the Consultant's participation during the community engagement phase will not preclude said Consultant from pursuing work on the actual update.
2	Does the consultant need to be based out of California, or are out of state organizations welcomed to apply?	There is no requirement that the consultant be based out of California. Consultant must be registered to do business in California. Out of state firms are welcomed to apply with the understanding there will be a large amount of travel involved. The Consultant is expected to have a great presence in facilitating the community outreach program, which will involve many public meetings.
3	We understand that a minimum or a maximum number of meetings has not been identified at this time, however, considering that we are an out-of-state organization, to what extent would virtual meetings be accepted in lieu of in-person meetings?	Virtual meetings are not acceptable. the Consultant is expected to actively attend all public meetings.

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4	The City has more than 40 active boards, commissions, committees and task forces that have engaged in identifying, evaluating and analyzing issues and projects for the purpose of satisfying community needs and meeting mandated goals. Many of these groups have valuable input for the Listen and Learn (L&L) process. What are the City's expectations for the consultant to meet with these various groups, attend their meetings, and draw on their information?	It has not been contemplated that the Consultant would attend meetings of other boards, commissions, or committees. However, it is anticipated that many of these groups will participate. The manner could be suggested as part of the outreach program by the Consultant.
5	Will City staff provide guidance for which community groups and organizations to meet with, the most important issues that they are dealing with, and assist the consultant in making contacts and coordinating appointments?	City staff and the Steering Committee will provide guidance on which community groups and organizations may be good to meet with and will help to coordinate those meetings; however, neither City staff nor the Steering Committee will make assumptions as to the most important issues to said groups and organizations.
6	Is there the potential for the consultant to partner with local organizations in order to conduct portions of the outreach and engagement and complement the efforts of the selected consultant?	Similar to the Answer provided in response to Question #4, this could be suggested as part of the outreach program by the Consultant.
7	The Housing Element is a key component of the General Plan and the General Plan Update process. As housing is a critical issue in the City and the broader region, to what extent should the consultant seek to emphasize housing and educate the community about the Housing Element update and RHNA processes in the L&L process?	This RFP is for community engagement with an intent of soliciting feedback from the community on the current General Plan, its goals, policies and vision statement. While it is important to include an educational component on legal requirements, feedback should be driven by what is important to the community without any emphasis placed on any one element or topic over another.
8	Given that Newport Beach is impacted by development occurring in adjacent cities, to what degree should the outreach include meetings or discussions with representatives of these cities, the County, or with the Orange County Council of Governments?	Similar to the Answer provided in response to Question #4, this could be suggested as part of the outreach program by the Consultant.

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9	Cities in CA, across the nation and around the world are beginning to focus on how to leverage emerging technology in “smart city” planning, development and management. To what extent should “smart city” planning be discussed as part of the L&L visioning process?	See the Answer provided in response to Question #7.
10	Will submitting for the Stakeholder engagement preclude a consultant or consultant team from submitting for the technical General Plan update work?	See the Answer provided in response to Question #1.
11	Will the consultant selected for this RFP be precluded from submitting on the future RFP for the General Plan Update?	See the Answer provided in response to Question #1.
12	On the city’s website it is noted in the February 29th General Plan Steering Committee Agenda, that there is an expectation of up to 50 Stakeholder Meetings- is that a correct expectation?	During the drafting of this RFP, the Steering Committee and City staff changed the language to be more flexible, as we are uncertain how many meetings will be necessary. As such, Consultants are encouraged to provide a cost per meeting.
13	Can you define what you consider “Primary Functions” that shall be performed by Prime Contractor?	The “primary functions” required by this RFP are to: 1) create and facilitate a robust and innovative community engagement program.; and 2) accurately and comprehensively (but concisely) capture the big picture that is the community narrative – what General Plan goals has the City met or exceeded, what needs help and what should be focused on as part of an update? If the <i>Vision Statement</i> is outdated, how should it change? What other areas of concern should be covered in a future update?
14	Task 1c: Attendance to all Steering Committee Meetings: How many do you project?	At present, the Committee meets on an as-needed basis on the first and third Wednesdays of each month. It is anticipated the Committee will not sunset until early 2020.
15	Do you have an example of what you define as “detailed minutes”?	Please review archived minutes here for examples of minutes taken at past General Plan Update Steering Committee meetings. As a note, they may not need to be quite as detailed going forward at the discretion of the Steering Committee.

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16	Task 2 - When is it anticipated that the written description of the proposed Outreach Program will be due to the City Staff?	The outreach program is the paramount requirement of this engagement effort. It should be provided in draft form within three to four weeks after the Consultant is selected and an agreement is executed. The Steering Committee will review the draft outreach program and public comments will be provided that may shape it further.
17	What is the goal to have the program to the Steering Committee?	If the question is more along the lines of "when" this program will come before the Steering Committee, then see Answer provided in response to Question #16. The Committee will be involved in the creation and framework of this program. This is one of its primary purposes, as identified in the Council Resolutions creating the Committee and its organization: "Provide guidance to City Staff and the consultant through the 'Listen and Learn' process."