



City of Galena
101 Green Street
Galena, Illinois 61036

GALENA COMPREHENSIVE PLAN SERVICES RFP

Questions and Answers

Question No.	Date Submitted	Date Answered	Question	Answer
1	01-30-24	02-01-24	What is the available budget for this project?	The budget for the comprehensive plan for the fiscal year ending April 30, 2024 is \$90,000.00. Since we do not expect to have expenditures this fiscal year, it is anticipated that at least this amount will be included in the budget for the fiscal year beginning May 1, 2024. The budgeting process is underway and will be finalized by the end of April.
2	01-31-24	02-01-24	Part of the disqualification criteria listed in the RFP on page 4 is excessive cost and costs that exceed your budgeted amount, but no budget amount is provided. What is the anticipated budget for this project?	The budget for the comprehensive plan for the fiscal year ending April 30, 2024 is \$90,000.00. Since we do not expect to have expenditures this fiscal year, it is anticipated that at least this amount will be included in the budget for the fiscal year beginning May 1, 2024. The budgeting process is underway and will be finalized by the end of April.
3	01-31-24	02-01-24	Part of the disqualification criteria is that the firm must meet all the City's project milestone schedules, but no schedule information is provided in the RFP. What are the anticipated schedule and milestones for the project?	We would like the consultant to propose a project schedule and milestones based on their resources and experience. You are correct that we have not provided a schedule or milestones.

4	01-31-24	02-01-24	<p>The Project Objectives on page 10 of the RFP and the Scope of Work on page 12 identify two sub-area plans encompassing the “north end” of the community and “Galena Scenic Meadows” with a very general description of each. Could you better define the sub-area boundaries to help us provide a more accurate scope and cost estimate for these sub-area plans? Also, can you provide a list of existing condition information the City has on these sub-areas (utilities, infrastructure, properties, environmental, etc.)?</p>	<p>Please see Appendix A for the approximate sub-area boundaries. The city has the topography, utilities, roads and property boundaries, property owners, etc. in GIS.</p>
5	01-31-24	02-01-24	<p>The Scope of Work on page 11 lists a very robust set of public input events. Are these just examples/possibilities, or does the scope and fee need include everything that is listed? To what extent is City staff available to assist with some of these or other participation events?</p>	<p>The list on page 11 includes examples of possible public input events. Based on their experience, the consultant should identify the public input methods it expects to use. It is anticipated that there would be city staff available for support roles during public input sessions. The consultant should plan to guide the sessions.</p>
6	01-31-24	02-01-24	<p>What virtual meeting capabilities does the City have with respect to meetings with staff, plan commission, city council, and the public?</p>	<p>We do not have sufficient capabilities for reliable virtual interactive meetings with groups like the city council, the planning commission, or the public. We do have livestream capabilities using YouTube, but do not offer public input during the livestreams. City staff have the ability to meet virtually using Zoom, WebEx, or Teams.</p>
7	01-31-24	02-01-24	<p>What capabilities does the City have with regard to creating and maintaining new pages on your website specific to the project?</p>	<p>City staff have the capability to create and maintain new pages on the City of Galena website. We are in the process of building a new website which should be live by May.</p>

8	01-31-24	02-01-24	The RFP mentions the potential for using Polco. Does the City currently have a subscription with Polco?	The City does not have a subscription with Polco. A city council member suggested Polco as a tool for gathering public opinion.
9	01-31-24	02-01-24	What social media platforms does the City use?	The City uses Facebook as the social media platform for the police department, swimming pool, and Turner Hall. We will be launching a general City of Galena Facebook page with the new website. The new Facebook page is expected to be operational before the start of the comprehensive planning process.
10	01-31-24	02-01-24	Several of the document links listed on page 13 of the RFP are broken. Can you provide updated links for those?	<p>Our apologies. Please see the updated links below.</p> <p>Capital Improvement Plan (2023) https://www.cityofgalena.org/documents/filelibrary/top_tabs/city_services/maps/2024_CIP_FINAL_APPROVED_341F711145550.pdf</p> <p>Developing an Efficient and Holistic Parking System Report (2019) https://www.cityofgalena.org/documents/filelibrary/top_tabs/city_services/parking/Parking_System_Report_091219_B5B1392FA4D47.pdf</p> <p>Galena Zoning Map https://www.cityofgalena.org/documents/filelibrary/top_tabs/departments/zoning/maps/CityofGalena_ZoningMap2022_2BB42FF99AFBD.pdf</p> <p>You will find the Subdivision Ordinance and Zoning Ordinance in the Land Use Section of the Galena Code of Ordinances.</p>

11	01-31-24	02-01-24	Are responding firms required to have Illinois registration? This is not typical for urban planning firms.	Firms are not required by the City of Galena to have professional registration in Illinois but should be in good standing and otherwise qualified to do business in the State of Illinois.
12	01-31-24	02-01-24	Per the Project Goal description, we see that this Comprehensive Plan should guide the City's land use decisions for at least the next twenty years. Does the City have an estimated duration of the Respondent's involvement, or a preferred contract length?	We do not expect the consultant to be involved beyond the completion and approval of the new comprehensive plan.
13	01-31-24	02-01-24	Is there an expected budget for the value of this contract and services to be provided?	The budget for the comprehensive plan for the fiscal year ending April 30, 2024 is \$90,000.00. Since we do not expect to have expenditures this fiscal year, it is anticipated that at least this amount will be included in the budget for the fiscal year beginning May 1, 2024. The budgeting process is underway and will be finalized by the end of April.
14	01-31-24	02-01-24	Does the City currently have rough estimates for a growth plan by population and footprint for next 20 years expressed in % from the current other than the Capital improvement Plan (2022)?	We do not have the requested data available.
15	01-31-24	02-01-24	For Environmental Sustainability and Climate Resiliency element do you/Planning Commission currently have any target goals broken into phases or KPIs or desire to reach certain KPIs by certain date in the future by 2030, 2040 or 2050 other than the Comprehensive plan from 2003?	We do not have target goals.

16	01-31-24	02-01-24	We are registered in Atlanta, GA: Are there any other financial requirement from the City other than the ones mentioned in the RFP?	There are no other financial requirements beyond what is included in the RFP.
17	01-31-24	02-01-24	How many employees do you expect from the potential bidders to be on site vs remotely as rough % of total contract value?	We would like the consultant to propose the amount of resources needed to complete the process. We have not identified an optimal ratio of on-site vs. remote employee involvement.

Appendix A: Possible Sub-Areas for Galena Comprehensive Plan

