

Questions and Responses
City of Ann Arbor RFP #893
Pedestrian Safety & Access Task Force Facilitation Services
April 8, 2014

1. Does the City still estimate the amount for the facilitation consulting work at \$70,000 to \$90,000?

Response: Yes, that is staff's estimate.

2. Did Project Innovations provide the City with a proposal for the work in the amount of \$77,400 and did that proposal match the scope of work in the RFP?

Response: The Project Innovations proposal matched a scope of work in an earlier and similar version of the Proposed Work Effort that was provided to City Council at their March 3, 2014 meeting.

3. When asked to participate in a Resource Group meeting to discuss a topic, to what extent is the Consultant expected to prepare/provide materials relevant to the topic being discussed?

Response: While staff will prepare agendas for the Resource Group meetings, the Consultant is expected to present and discuss materials (and make revisions, as required) that will be used in subsequent Task Force, stakeholder and public meetings for the Resource Group to review.

4. When asked to prepare an agenda and facilitate a Task Force meeting to discuss a particular topic, to what extent, does the City expect the Consultant to provide resource materials for that meeting?

Response: The consultant is expected to coordinate with the city project manager any resource materials that are required to support agenda topics. Since the facilitator is not expected to be a content specialist, it is anticipated that staff will prepare the majority of topic-related resource materials.

5. What is the budget for the consultant?

Response: The estimated amount for the facilitation work is \$70,000 to \$90,000.

6. What parts of the task force's work program will have been completed by the time the consultant starts (if any)?

Response: The consultant will begin the work effort at Task A: Identify Goals & Objectives.

7. Who is on the resource group?

Response: The resource group is comprised of staff in various city units: Systems Planning; Project Management; Planning & Development; Field Operations; Financial & Administrative Services; City Attorney's Office; Communications; and Safety Services. Systems Planning staff will coordinate meetings with the Resource Group.

8. Have any stakeholders beyond what is in the Proposed Work Approach (Item H) been identified yet? If so, who are they?

Response: An initial stakeholder analysis has been done. The consultant is expected to engage the Task Force to further develop this list.

9. Is the City engaging an engineering firm to develop solutions? Or will this be done in-house?

Response: City of Ann Arbor engineering staff will be on the Resource Group for this project. Additional services, beyond engineering staff's capacity, may be identified throughout the course of the work effort.

10. How long are task force meeting anticipated to be? How long would the resource group meetings be? No more than 2 hours?

Response: Most meetings will be two hours.

11. What communications are to be developed by the communications specialist and at what point? If this is not clear at this time, would it be safe to assume a bi-monthly meeting and certain number of hours for content review a month?

Response: For the most part, communication content will be reviewed at Resource Group meetings and/or through email communications, two to four times/month.

12. We have worked with a great on-line marketing and web development firm based in Ann Arbor. We feel he would be a great addition as a resource. Is this within the scope as the consultant?

Response: This type of service has not been identified in the RFP, though; it may be included as an optional service with a separate, associated fee.

13. Who is leading the resource group meetings? What would be the consultant's roles in terms of preparation for those meetings?

Response: Staff will organize, prepare agendas for, and lead the Resource Group meetings. The consultant's role at the Resource Group meetings will be to present and discuss (and make revisions, as required) all materials that will be discussed at subsequent Task Force, stakeholder and public meetings.

14. Are the three additional meetings with the resource group and task force 6 meetings, 3 with each, or just 3 meetings to be used if needed with whichever group is necessary?

Response: Six meetings, total; three for each group, to be allocated as an allowance.