

# ADDENDUM 1\*\*

## RFP 2016-0010 VISION PLANNING SERVICES



The Town of Hilton Head Island, South Carolina

### Questions and Inquiries for RFP 2016-0010:

1. Does the town have a total budget in mind for this work effort?

Town Council included \$400,000 in the FY2017 Budget allocation for the Visioning Effort. This RFP for Vision Planning Services, with a focus on a Vision Consultant to design and have oversight of the Project Process Plan is one component of the overall project. An onsite project coordinator is expected to be employed to manage the day to day activities and implementation of the process outlined by the Vision Consultant. The project coordinator may or may not have an affiliation with the Vision Consultant. The fee estimates for this proposal should include a detailed description of the required personnel with applicable pay rates assigned to the project as well as the detailed level of effort required to complete items outlined in the scope of work, focusing on the Vision Consultant and the Project Process Plan design and oversight.

2. It is our assumption that the town envisions extensive island wide engagement by the general public. Does the town envision a series of public meetings throughout the 12-15 month period OR do you envision a series of work sessions with the Steering Committee and special task forces and then public review of the Steering Committee's recommendation?

Respondent should include a proposed Project Process Plan that outlines an approach for engagement of the public. The "Vision Consultant" will be the owner of the process design and work with the Steering Committee to make sure the process to complete the Vision is realistic, achievable, and remains on course based upon a the consultant's verified, successful model. Respondents should include a meeting schedule that includes onsite as well as teleconference or video conferencing that is appropriate to maintain the designed process and achieve desired outcomes.

3. Does the town envision meetings conducting both “outside the gates” and “inside the gates?” How many venues should we assume in our proposal?

**Town leadership expects that this effort be open and inclusive to all constituencies. The Vision Consultant should provide a Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design should include all the requisite resources and a proposed schedule to meet the project’s required timeline for project completion. The number and type of venues should be commensurate with that needed to complete the articulated Project Process Plan.**

4. What venues has the town found in past planning efforts to be most effectively “outside the gates?” Can we assume that the town will be responsible for any charges related to venues?

**The Town has had some success working with Property and Homeowners Associations, as well as faith based groups, in areas both inside and outside of the gated communities. Town staff can assist in coordinating venues and any costs would be included in the overall \$400,000 Visioning Effort budget allocated by Town Council.**

5. What prior planning documents should one review in preparing for this visioning effort?

**There may be benefits in reading the Town’ Comprehensive Plan, The Mayor’s Task Force Report – 2025 and review the Town’s Policy Goals and Recommendations, all located on the Town’s website.**

6. Does the town envision other agencies or governments involved in the visioning effort, such as Beaufort County? Jasper County? SCDOT? How do we address regional wide issues that impact the island?

**Respondents should include a Project Process Plan that includes an outreach strategy to all relevant agencies and organizations.**

7. What venues and engagement techniques has the town found appropriate for the north end of the island?

**The Town has had some success working with Property and Homeowners Associations, as well as faith based groups, in areas both inside and outside of the gated communities. In addition, meetings have been held at the public library as well as the Hilton Head Public Service District’s Community Room.**