



October 22, 2020

ADDENDUM #1

RFP 21-01 MARKET STUDY & ECONOMIC DEVELOPMENT STRATEGY

(Must be completed and returned with response)

1. Q: What are your specific high-priority stakeholders?
A: The Town would like to hear from the Consultant about whom should be priority stakeholders to engage during this process. The Town will work with the selected Consultant to confirm a list of specific stakeholder groups.
2. Q: Helpful presentation! Would it be possible to get a list of the Consultants who attended this webinar to help facilitate partnering on this?
A: Yes, the attendee list is attached.
3. Q: Great project introduction. What is the anticipated start and end date of this project?
A: The anticipated start date is January 2021. There is no specific end date – the project will end when it is complete.
4. Q: Assuming the timeline of the zoning update work with Calfee Zoning will follow through 2021, can we tie in outreach and engagement process with Code Create Vienna efforts to avoid engagement fatigue?
A: Yes, the Town anticipates that the chosen Consultant will work with Planning and Zoning staff to combine outreach and engagement efforts where appropriate.
5. Q: For the vacant spaces and rate, would a secondary data source be adequate (such as CoStar) or are you hoping Consultant will collect primary data on vacant spaces in Vienna? Thanks!
A: The Town currently uses CoStar as a secondary resource. The Town anticipates that the Consultant will collect primary data on vacant spaces in Vienna.
6. Q: Are you requiring in-person public meetings, or is Vienna still using virtual meetings for public engagement?
A: The Town of Vienna is currently adhering to the guidelines under the Commonwealth's state of emergency in response to the health crisis and most meetings are virtual. Virtual meetings held by the Town may also include an in-person component that limits the number of attendees and adheres to social distance guidelines.
7. Q: Should any legal/insurance exceptions be required, are proposers required to use the 'Exceptions' form to submit? Or will this process be undertaken in negotiation phase?
A: Any and all exceptions to the solicitation must be listed on the Exceptions form and submitted with the proposal.
8. Q: The RFP is interested in having the proponent understand / evaluate neighboring jurisdictions that have the potential to impact or become economic generators for the Town. Do you have any specific jurisdictions in mind that are a must to be included? How far outside the Town would you like us to consider?



A: It is important to include at least Tysons as neighboring jurisdiction in your evaluation. However, the Consultant should be able to provide feedback about jurisdictions that the Town should consider in the evaluation process and the range of that consideration.

9. Q: Does the Town have strong relationships with/Has the Town previously engaged major property owners along commercial corridors on other planning processes? Does the Town anticipate having issues engaging with property owners?

A: The Town has more recently begun to engage and attempt to develop stronger relationships with property managers in commercial corridors. Because the economic development department is new to the Town the process of engagement may be a challenge.

10. Q: To what extent does the Town coordinate/collaborate on economic development strategy with the County?

A: The Town does not currently collaborate an overall economic development strategy with the County. However, on certain economic development related projects, the Town has worked with the County to implement and deliver them to the community.

11. Q: What is the timing of the Calfee Zoning work, particularly in terms of crafting language for commercial and mixed-use zones?

A: The Calfee Zoning work began in July 2020 and is anticipated to last for 18 months. The Consultant for this project will be expected to coordinate and share information with Calfee Zoning to understand the timing for crafting the language.

12. Q: The RFP states that the Contractor must work with Calfee. Does Calfee have a similar requirement to work with the Contractor for the market analysis and economic development study?

A: Yes, Calfee Zoning does have the same requirement and expectation to work with the Consultant for the market study and economic development strategy.

13. Q: What procedures is the Town of Vienna using during coronavirus pandemic for meetings? Do you intend for the meetings that are part of this study to be in-person or virtual?

A: The Town of Vienna is currently adhering to the guidelines under the Commonwealth's state of emergency in response to the health crisis. Most meetings are virtual with limited opportunity for in-person public meetings that account for appropriate social distancing measures. It is anticipated that the Town will negotiate which meetings should be in-person versus virtual during the duration of this project. The intention is to conduct meetings virtually as much as possible.

14. Q: Does the Town of Vienna currently have an inventory of vacant spaces that will be shared with the Consultant?

A: No, the Town does not have an inventory of vacant spaces to be shared with the Consultant.

15. Q: Will the Town of Vienna be able to provide the Consultant with information in an aggregate (summary) format from its assessment database summarized as laid out by Consultant (single-family, townhouse, multifamily for-rent, multifamily for-sale, office, retail, industrial, and tax-exempt (to avoid having the Consultant individually going through assessment records one at a time)?

A: Yes, the Town will work with the Consultant to provide information and resources that are needed (as much as possible in aggregate form). The Town may need to work with the County or other external organizations to receive information that will be necessary for the Consultant to complete the work.



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16. Q: The deadline for questions is Monday, October 26th. Assuming that the Town receives many questions from prospective bidders, it might take one or two days for the Town to answer all the questions. Assuming that the Town replies to all questions by Wednesday, October 28th, that gives prospective bidders 3 business days (Wednesday, Thursday and Friday) to incorporate the Town's answers to those questions into their proposal responses in order to meet the Monday, November 2nd deadline. Will the Town consider extending the deadline a few days (maybe until Friday, November 6th) for the proposal response submission?

A: The Town intends to respond to any additional questions with an addendum no later than Tuesday, October 27, 2020. The deadline date for submission of proposals for this solicitation will not change and remains Monday, November 2, 2020 at 11:00 AM, via email.

17. Q: Our firm is currently reviewing RFP 21-01 and would like to submit the following question to help inform our understanding of scope of services. Are project reimbursables (e.g. travel/printing) included in the project budget of \$100,000? If not, what is the anticipated all-inclusive budget for the project?

A: The all-inclusive budget cost is currently \$100,000.

18. Section 5, 2, j reads: Cost Proposal: Provide proposed cost for completion of the scope of work as listed in the RFP.

Edited to add: Consultants should break out consulting work and any incidentals, including travel costs, if applicable.

19. The audio and video links for the Pre-Proposal Webinar have are posted on the project webpage at www.viennava.gov/econdevrfp

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

PHONE #: _____ EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE:

Please Print

SIGNATURE: _____ DATE: _____

Webinar Topic

TOV Economic Development RFP Pre-Proposal Meeting

10/21/2020

Host Name	Email
Natalie Monkou	natalie.monkou@viennava.gov
Gina Gilpin	gina.gilpin@viennava.gov

Attended	Name	Email	Organization	Job Title
Yes	Catherine Timko	catherine@theriddlecompany.com	The Riddle Company	CEO/Principal
Yes	Mac McKenzie	mac.mckenzie@timmons.com	Timmons Group	Sr. Project Manager
Yes	Jon Stover	jstover@stoverandassociates.com	Jon Stover & Associates	Managing Partner
Yes	Jason Kipfer	jason@explorersolutions.ca	Explorer Solutions	Director of Economic Development
Yes	Jake Lovinger	jakelvnr5@gmail.com	Deaton Group LLC	Consulting Associate
Yes	Dean D. Bellas, Ph.D.	dbellas101@aol.com	Urban Analytics, Inc.	President
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