1. **QUESTION:**
   What is the anticipated fee or fee range that the project hopes to stay within?
   
   **RESPONSE:**
   We have a budget range of $150,000 to $250,00. As always, the specific priorities cited in the scope will determine the eventual fee, and a great deal will depend on both the qualifications of the selected firm and specific suggestions and conversations had during negotiations.

2. **QUESTION:**
   When would you like the project to be completed? Is there a set end date or anticipated length of schedule?
   
   **RESPONSE:**
   Public engagement is critical to this project. We are willing to work with the consultant in order to ensure the best process and outcome. However, we would like to begin public and stakeholder engagement by late Spring/early Summer and have a completed draft by the end of 2020 (The City anticipates overhauling its Unified Development Code (as part of a separate project) in 2021.

3. **QUESTION:**
   Will you be releasing a list of firms who have expressed interest in this RFP by downloading the RFP document or asking questions?
   
   **RESPONSE:**
   While the City is extremely excited by this project, we do not intend to identify the firms that asked questions or expressed interest.

4. **QUESTION:**
   Has the City determined an established budget for the overall project through available funding sources?
   
   **RESPONSE:**
   Yes, see #1 above. One or more dedicated funding sources have been established.

5. **QUESTION:**
   Does the City have a preferred timeframe for the delivery of the study findings?
   
   **RESPONSE:**
   Yes, see #2 above.

6. **QUESTION:**
   Can the City confirm that the design work associated with the Riverwalk, Town Square and Linear Park have already been commissioned, as the submitting firm would be interested in this work too?
   
   **RESPONSE:**
   Riverwalk is at 100% design and locked in, so is Town Square. Currently, the “Linear Park” project is being treated as a separate RFP for a design build team. The Linear Park project incorporates the “splash pad”, historic Pump House, and water tower (extending from the Crosstown trail to the Town Square. The City recently worked with the State (and received permission) to relocate the project site so that the space will now be adjacent to “Town Square” and function as “phase two” of this project (the proposal was part of a grant). The RFP places significant focus on the “splash pad” component. However, it is written into the RFP that the winning team is expected to participate in the Civic Master Plan process, working with the selected consultant and staff to refine the design(s).
This approach should allow the City (and designers) to make alterations to the overall Town Square so that the two projects ultimately read as one “formal” space. A draft plan (depicting the entire space) will be submitted with the RFP.

7. **QUESTION:**
   Will the City assist or supplement in the public outreach efforts? Planning, timing of events, scheduling the venue? Or develop an on-line survey to residents?
   **RESPONSE:**
   Absolutely. The City will be heavily involved in marketing and outreach. We are working with Main Street and the Crystal River Area Council among others.

8. **QUESTION:**
   Who was the author of the recently-adopted form-based code for the CRA area?
   **RESPONSE:**
   City / Planning Director

9. **QUESTION:**
   Is there a project budget for this phase?
   **RESPONSE:**
   Yes, see #1 above.

10. **QUESTION:**
    What flood issues, if any, have been experienced within the CRA area?
    **RESPONSE:**
    Flooding and stormwater are serious issues. Typically, flooding only occurs during major storm events. However, we are very much at risk. Much of the City is in the Flood Plain. We are hoping to move in the direction of a comprehensive / consolidated approach to all of these issues. This includes policies and infrastructure.

11. **QUESTION:**
    If we are considering including sub-consultant in our submittal, are the sub also expected to provide past projects, firm overview and personal resumes? Is there any other materials expected from the sub-consultant?
    **RESPONSE:**
    Yes, major subs should provide past projects, firm overview and personal resumes. However, we recognize that some subs may be added to the team as a result of conversations and discussions that take place during negotiations.

12. **QUESTION:**
    For the required digital submission, are you expecting it to be delivered via email, or mail a CD/flash drive?
    **RESPONSE:**
    Mail or hand delivery with the submittal.

13. **QUESTION:**
    Does billing rate need to be submitted?
    **RESPONSE:**
    No, not for the RFQ. However, we really value quality work and experience. We appreciate as much information as possible and understand the industry.