



City of Manhattan Beach

General Services

Phone: (310) 802-5568
FAX: (310) 802-5590
TDD: (310) 546-3501

June 10, 2014
Addendum #1 to RFP #988-14
Downtown Plan

Please note the following change/clarification to the specifications when submitting your response:

Q1. In a city such as Manhattan Beach, with high development pressures, the involvement, adoption of the plan, and environmental tasks could drive up costs. Is the total budget \$100,000? For the extensive scope, this seems low. How should respondents prioritize?

A1. The \$100,000 is what the City Council has currently appropriated. There may be additional funding available once the tasks and products are better defined. The City is interested in the respondents recommendations on how to approach the project overall and would welcome the prioritization of tasks. In addition, respondents should articulate what they can accomplish within the proposed budget with additional tasks/work products elements outside of that scope discussed as additional items with cost indicated.

Q2 Can you elaborate more specifically on what form the plan and deliverables should be organized and how will they be adopted? The RFP suggests that the project may include updated zoning, design guidelines, and parking management standards, economic and market analysis, and other studies. Are you considering a Specific Plan or will you leave the form of the deliverables to the proposers?

A2. The City is flexible as to how to best approach the project in order to achieve the goals set forth. We are interested in seeing how the responding firms refine and further develop the scope based on what they believe would best accomplish the project goals. A Specific Plan may be one option, but there may be other ways to accomplish what is desired without using a specific plan.

Q3. Can you elaborate on the relationship to CEQA, and the impact of that relationship to the project process and deliverables? Will consultation with the Coastal Commission be required?

A3. Again we welcome the insights which your firm may have as to how to proceed and what level of environmental review may be necessary for different elements or phases of the effort. The project may be able to proceed to a certain point with little or no environmental review necessary, with more detailed or specific elements which may come out of the effort requiring detailed environmental review. For example, a very broad review and development of a concept for public improvements may not require environmental clearance, but the development of final plans and the implementation of elements of those improvements may.

- Q4. **The work scope seems to suggest the need for a broad-based multi-disciplinary team, with the urban design consultant supported by consultants representing transportation, parking, economics and market, infrastructure and environmental disciplines. Can you confirm the need for these disciplines?**
- A4. Yes, the RFP anticipated a firm or team of firms in order to provide all of the anticipated disciplines.
- Q5. **Please elaborate on the level of public engagement with the residential and business community.**
- A5. The Downtown is of significant interest to a variety of constituencies and groups in the community. The City's goal is to ensure a high level of participation in the Downtown Plan process so public and community engagement will be a key component of the effort.
- Q6. **We will review the pertaining documents such as Downtown Strategic Action Plan, Downtown Design Guidelines, etc. But given the time we have would you be able to tell us whether those documents have data and info we need regarding many of the economics issues? (i.e. make-up of the downtown businesses, list of property owners, business turnover rate, employment data, etc.?)**
- A6. There is some economic data in the underlying documents, but some time has passed since they were prepared or updated. The City would have updated business license data and other demographic information to support the effort. In addition the Downtown Business & Professional Association or the Chamber of Commerce may have information which could be of use.
- Q7. **With the outreach process, would the city be able to assist with many of the coordination tasks to help with the budget? (i.e. collecting property owners names and addresses, sending out flyers/notices, etc).**
- A7. Yes, the City may be able to assist with some of these tasks. It is suggested that your proposal identify what tasks related to area you have excluded and what the cost would be if your firm were to provide the excluded tasks as an alternate.
- Q8. **Do you need Spanish speaking (or some other frequently spoken languages in MB) team members for the outreach process?**
- A8. The City does not anticipate the need to utilize any languages other than English.

Please note that only those subscribed to [eNews](#) will automatically receive any bid addenda that might be released. If you have any further questions, please contact me at geng@citymb.info or at 310-802-5567.

Sincerely,



Gwen Eng
Purchasing Manager