

ADDENDA #1
RFP for Hotel and Meeting Space/Multipurpose Center Feasibility Study

The following questions were submitted in reference to The City of Garden City's *Request for Proposal (RFP) for a Hotel and Meeting Space/Multipurpose Center Feasibility Study* dated January 18, 2019:

1. **Question:** Has the GCCVB and/or any other project stakeholders established a budget for completing the study effort? If so, can you provide some guidance on the budgeted amount and/or estimated range the GCCVB has anticipated will be allocated to this effort?
Response: The Garden City Convention and Visitors Bureau (GCCVB) has budgeted \$20,000 for the referenced feasibility study.
2. **Question:** On page 4 in the footer of your RFP under SERVICES REQUIRED item H: you specifically request an estimation of operating, capital and development costs as well as net expenses for the hotel/conference facilities. Do you anticipate receipt of these estimates separated for each the hotel and conference facilities independently, or as a single hotel/conference center operated under one collective budget?
Response: The GCCVB requests the hotel and conference facilities budget be separated independently.
3. **Question:** Page 3, Services Required: What is envisioned for public outreach as a part of the process?
Response: The GCCVB is looking for suggestions on methods of outreach, however, the Board is requesting an online survey be made available to be used for social and website audiences. The consultant should be able to attend and facilitate at least 4 public meetings in person specifically for the Garden City City Council, the Garden City Convention and Visitors Bureau Board, and City staff. These meetings should be an inclusive process that includes face-to-face meetings with key stakeholders and phone interviews with those individuals who may not be able to meet during this initial visit. Destination partners, hotels, and other various community leaders can be contacted in person or via telephone. The meetings should include meeting both at the start of the project to gain input and direction, prior to moving into a final version, as well as at completion to present the study's findings. Additionally, identify the fee that will be charged for any additional public or City Council meetings not identified in the scope of services.
4. **Question:** Page 3, Services Required: How many events and what type (in person or digital are required)?
Response: See Question #3.
5. **Question:** Page 5, Services Provided Question I: Are there potential sites identified that need to be studied or does the consultant need to plan on reviewing the area and give analysis for multiple sites within the city?
Response: The consultant needs to plan on reviewing the area and giving an analysis for multiple sites within the City.

6. **Question:** Page 5, Minimum Requirements, General: Is there a requirement for economic impact analysis as part of this scope of work?
Response: The GCCVB is not specifically requesting an economic impact analysis however, all of the tasks and objectives outlined on pages 4 and 5 of the RFP should be addressed and provided.
7. **Question:** Page 5, Minimum Requirements Question A: This question seems to suggest that master planning is a part of the work. Please clarify what work is desired as a part of this requirement, and the City’s desired outcome.
Response: The GCCVB is not requesting a master plan for this exercise however, the GCCVB would be interested in learning about the firm’s experience with master planning, if applicable, for future efforts.
8. **Question:** Page 5, Minimum Requirements, Letter A: Monitoring and updating of a master plan seem to be indicated at the end of this question. Please clarify what is required by “monitoring and updated processes” for this scope of work.
Response: This statement is generally referring to the monitoring of local economic markets and updating the staff and/or participants on the findings and trends as necessary.
9. **Question:** Page 6, Proposal Requirements, Letter H: Is the city interested in understanding the consultant’s estimate of expenses for the project (in addition to fees)?
Response: The GCCVB wishes to see a breakdown of costs for each overarching major task in addition to fees. Provide a detailed fee proposal by task for the services identified in the scope of services section of the RFP. Identify fees for any sub-tasks as necessary.
10. **Question:** Page 6, Proposal Requirements, Letter I: Please confirm the date range intended for the “past three years” time period for project references: 2016 – 2019? Or 2015 – 2018?
Response: The GCCVB would like to see projects ranging from 2015 to 2018, however if there are any applicable projects completed in 2019 those can be included as well.
11. **Question:** Are tabs, cover and table of contents counted towards the page limit?
Response: The total page count for each proposal shall not exceed 30 printed pages, both front and back. The 30 pages does not include the cover page, tabs, or table of contents.
12. **Question:** We usually prepare our proposals in InDesign. On the flash drive would it be acceptable to include just a PDF copy of the proposal?
Response: If the proposal is prepared in a format other than Word, the GCCVB will allow the submittal of only a PDF on the required flash/thumb drive, thereby waiving the requirement to submit a version in Word.
13. **Question:** Has a budget or budget range been established for this project?
Response: The GCCVB has budgeted \$20,000 for the referenced feasibility study.