



## ANSWERS TO QUESTIONS REGARDING PROPOSAL REQUEST AND SUBMISSION

City of Chamblee, Georgia Request for Qualifications RFQ2023-PDEV2 Professional Services for Unified Development Ordinance Update

The City's request for qualification stated that submitters shall submit all questions regarding the application process via email to [procurement@chambleega.gov](mailto:procurement@chambleega.gov) no later than September 22, 2023 at 5:00 PM. The City will publish written responses to all questions on its website (at [www.chambleega.com/finance/procurement.php](http://www.chambleega.com/finance/procurement.php)) by 5 pm on September 27, 2023.

### Answers to questions submitted by September 22, 2023:

- 1) *Question: Is there a schedule in place for the action plans?*  
The comprehensive plan will drive the timeframe for action plans and that will be five years. Specifically, the results of the comprehensive plan will be converted into an actionable work program that will not exceed a five year period.
- 2) *Question: How long is the contract term?*  
The comprehensive plan contract will run with the due date for the project. The RFQ states that "firms shall provide service to the City for the agreed upon period of the contract, with work expected to begin in Quarter 4 of 2023 and expected to conclude by September 1, 2024."
- 3) *Question: Do you have a previous bid tabulation?*  
The City of Chamblee does not have a bid tabulation to provide.
- 4) *Question: Is there a current incumbent holding this position?*  
There is no company or individual who is holding a position for this project.
- 5) *Question: What are the requirements in the firms that you're looking for?*  
Staff reinforces the material on page 7 of the RFQ which states that:  
"the proposal must give a detailed report of related experiences, both of the firm and individual members of the assigned team, that demonstrate the ability of the applicant to provide the services outlined in this RFQ. There is a preference for firms with experience in community engagement with multilingual communities, particularly communities with a large proportion of Spanish-speaking residents. Additionally, there is a preference for firms with demonstrated experience related to affordable housing as well as sustainability."