

## REQUEST FOR PROPOSALS - THE NEIGHBORHOOD PROJECT – ANSWERS TO QUESTIONS

### Question 1:

**Section 3 of the Scope of Work notes that the consultant will conduct interviews with constituents. Beyond constituent level engagement in the form of interviews (or similar technique) is there a desire for broader ward or city based engagement (e.g. open houses, public forums, online tools)?**

Answer:

In addition to interviews with constituents, as set out in the Scope of Work, we also perceive the conduct of facilitated small group meetings consisting of about 8-10 participants, to solicit input on focused and targeted questions, but welcome other ideas and suggestions with budgets broken out.

### Question 2:

**Will the consultant be expected to create an engagement platform for the project (e.g. website, social media, marketing plan, etc.)?**

Answer:

At this juncture, we are not convinced that an engagement platform is needed to prepare The Neighborhood Project, a strategy and toolkit for neighborhood stabilization in Burlington, VT. However, if this is perceived as beneficial, we suggest that it be presented as a separate component, with a separate budget, in response to the Request for Proposals.

### Question 3:

**Can CEDO provide any budget guidance based on the Scope proposed?**

Answer:

In delivering on the Scope of Work as set out in the Request for Proposals, we suggest the required time to provide the deliverables be determined. Specifically, a determination of the number of team members, an estimate of the number of working hours they will work on the project and identification of the hourly rate.

Out-of-state consultants should determine travel expenses to be incurred on the project, in order to deliver on the Scope of Work.

### Question 4:

**Does the 30-page limit apply to the cover letter or any appendix materials?**

Answer:

No. The cover letter, appendices and any other attachments are not included in the 30-page proposal limit.

**Additional Information:**

As set out in the Scope of Work, consultants in undertaking research for The Neighborhood Project, must pay particular attention to identifying and analyzing neighborhood-level demographics and bring clarity to statistical data as this relate to renters, homeowners and those living in group quarters.

Date: April 6, 2017