



Addendum to CITY OF CHATTAHOOCHEE HILLS REQUEST FOR PROPOSAL

RFP Number: 19-003	RFP Title: Campbellton Historic Crossroads Village Master Plan
Original Issue Date: 12/03/19	Addendum Date: 12/17/19

Addendum

The City of Chattahoochee Hills has determined that the market study referenced in the RFP is not available. An amended page 14 of the RFP, reflecting this change, is attached here. Offerors are asked to proceed under the assumption that the market study referenced in the RFP will not be available as a part of the overall study.

Attachments

Revised page 14 of RFP 19-003	Number of Pages Attached: 1
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~~The cities anticipate having access to a recent market study performed for a nearby property. This study should satisfy much of the requirements of this task.~~

Task 3- Public Input

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, ethnically diverse and elderly or disabled citizens. The consultant, along with the City of Chattahoochee Hills and the City of South Fulton will identify all stakeholders and facilitate their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communications. Responses and acknowledgement of public comments will be addressed in the study reports. The public involvement process shall, at a minimum, include the following components:

- *Project Management Team*

The Cities will establish a Project Management Team that includes a representative from the City of Chattahoochee Hills, the City of South Fulton, the consultant, and ARC. This team will meet or hold a conference call monthly to discuss the study progress and advise on public involvement and other planning process issues.

- *Core Team*

A core team will be established that includes the members of the Project Management Team along with representatives from key stakeholder groups in the study area. The Core Team must include representatives from relevant state, regional and local government departments responsible for land use planning, transportation and housing (including applicable housing authorities/agencies).

The key responsibility of the Core Team is to review and comment on materials to be presented at public meetings, help advertise meetings, provide strategic direction to the plan, and distribute information to the larger community.

- *General Public Engagement*

During the study process, the consultant team shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners and employers/employees. The public involvement process should include a variety of methods, times, and techniques to reach the broadest range of stakeholders possible (i.e. workshops, charrettes, forums, surveys, open houses, etc.). The Project Management Team, including the representative from ARC, and the Core Team must be notified of all meetings taking place in a timely manner.

The cities would like to encourage the consultant teams to propose creative meeting locations, activities, and/or incentives that will draw public participation, foster improved public understanding of the study area, and/or inspire greater creative thinking by the public.

A minimum of **three (3) public engagement activities**, in a format determined by the project team, following topics/milestones should be covered by the public meetings (at a minimum):

- Provide overview of study process, the goals of the study, key dates, and opportunities for public input;
- Solicit opinions on goals and objectives of the study, stakeholder needs, strengths, weaknesses, opportunities and threats in the study area;
- Review preliminary findings, present draft plan and gather comments;
- Seek approval for final plan documents.