

Memo

DATE: April 16, 2024
TO: Interested Parties of the RFP for EOA
FROM: Veronica Allen, Associate Planner
RE: Questions on the RFP for EOA

From March 29th to April 10th the City of Ashland held an open question period for any interested parties to get clarification on the posted RFP with all questions to be answered by April 17th. The list of questions received prior to the deadline and their respective answers are as follows:

•Is in-person attendance required at each / any of these [six public meetings (three PC and three CC, possibly with CCI)], or may the consultant attend some virtually?

While all meetings may be attended virtually by the consultant, it is preferable for the consultant to attend the meetings in person. The City of Ashland would like to see the consultant attend at least the final report meeting before the City Council in-person to better field any possible questions. Virtual or in-person attendance will not be factored into the decision-making process and the consultant may propose either virtual or in person attendance for any or all meetings.

•In addition to public meetings, do you have any expectations for how much stakeholder engagement a consultant would conduct in-person versus virtually (eg, open house, studio, draft presentations, etc.)?

Stakeholder engagement should be outlined by the Community Involvement Plan as provided by the consultant. If the consultant is selected to work on both the City of Medford and City of Ashland EOA's, there will be different levels of involvement for both jurisdictions and those processes will be separate from one another. All proposed plans for the public involvement plan are to be reviewed and approved by the Planning Commission, in their role as Ashland's Committee for Citizen Involvement. The consultant may want to have at least one in-person event planned at the beginning of the process where they can meet the community and better understand the needs of the City of Ashland from a local perspective (ie. Residents, local businesses, etc.). City Staff are also available to conduct in- person events as needed and as time allows.

•May we know the amount of the anticipated funding [grant funding from DLCD]? In addition, does the City anticipate providing any additional budget provision, as with Medford?

The estimated budget for the City of Ashland for this project was \$70,000, of which the DLCD grant would cover a portion. As the City of Ashland and City of Medford anticipate that the

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900



analysis of Federal, State and Regional economic trends and projections will serve to inform both City's EOA's, it is expected that this portion of the scope of work would be a shared cost divided equally between the jurisdictions in the event the selected consultant(s) produce both the City of Ashland and City of Medford's EOA's. If the selected consultant(s) are not working with both the City of Ashland and the City of Medford, then the cost estimate provided for Ashland's EOA would need to include the entirety of the Federal, State, Regional, and local sections.

•*The RFP does not mention a project advisory committee. Will the project include such a committee?*

There are no plans to create a project specific advisory committee for this project. However, the Planning Commission and City Council will be involved in the process at various points during the development of the EOA.

•*The RFP says that the Consultant will develop a Community Involvement Plan but does not mention the types of involvement that plan may include, aside from stakeholder interviews (deliverable 3.2). Can you give guidance about the types of involvement that you are expecting of the Consultant or would like to see in this project, beyond meeting with decision makers and interviews?*

The expected types of involvement for the community engagement section were intentionally left up to the interpretation of the consultant to choose a mode that best fits their style and the needs of the EOA. The DLCDC grant requirements include an expectation that the EOA will address diversity, equity, and inclusion implications. This may inform the public involvement initiative suggested by the selected consultant.

•*Is the City currently working on the BLI for this project? Approximately when do you expect BLI results to be available?*

The City of Ashland is currently working on updating its Buildable Lands Inventory with an expected completion in early June. Once completed, this information will be given to the consultant to use in their work on the EOA.

•*We assume this project is funded, at least in part, by a DLCDC grant, which means that the work needs to be completed by May 2025. Is that correct? If not, when are you anticipating adoption of the EOA (may that adoption process go beyond May 2025)?*

The City of Ashland is working with the City of Medford on this project in hopes that the initial stages, including National, State and Regional data could be done for both jurisdictions, and the separate jurisdiction stakeholder interviews could help inform each other's EOA. That said, our objective is to complete an EOA relatively expeditiously, so although DLCDC may allow until May 2025, the City would anticipate the work could be in consort with Medford's EOA (provided the same consultant is selected), and a completed EOA would be required in advance of that deadline.

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900