

ADDENDUM NO. 1

to the

REQUEST FOR PROPOSALS

FOR CONSULTANT TO PREPARE A
PUBLIC PARTICIPATION PLAN
RFP No. MPO 20-05


by

CASPER AREA METROPOLITAN PLANNING ORGANIZATION
CITY OF CASPER
200 N. David
Casper, Wyoming 82601

ADDENDUM DATE: May 20, 2020

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED:



M. Jeremy Yates, MPO Supervisor

ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)

Firm

By: Signature

Title

Date Received

ADDENDUM NO. 1

REQUEST FOR PROPOSAL

FOR CONSULTANT TO PREPARE A
PUBLIC PARTICIPATION PLAN
RFP No. MPO 20-05

for the Casper Area Metropolitan Planning Organization

ADDENDUM DATE: May 20, 2020

This addendum to the Request for Proposal is hereby made a part of the Contract Documents for the above titled project, to the same extent as though it were originally contained therein.

Questions and Answers

Question 1: Could you share any information about a budget range for the project so we can be sure we fit our proposal to your resources?
Would you be able to share the anticipated budget for this scope of work?
Has a not-to-exceed budget been established for this project? If so, how much is it?

Answer: The proposed budget for this project, as listed in the FY2020 Unified Planning Work Program, is \$75,000.

Question 2: Can you clarify what the agency wants to evaluate under the criteria "Public Participation/Planning Process?" Is that referring to our prior experience during public participation, or a public participation process for this work reviewing public participation?

Answer: We will be looking at the consultant's prior experience in working with other organizations in developing their public participation planning process and the methods the consultant uses to approach the public participation and planning process.

Question 3: Beyond the one public meeting to gather input, are there strategies you would like us to consider for gathering public input on the MPO's public participation process?

Answer: One public meeting, in addition to a public comment period, is all that is required but the Casper MPO staff is open to the consultant's suggested strategies for gathering input on the MPO's public participation process. It is important that input is gathered from all populations in the community.

Question 4: Is this a required review and new Public Participation Plan, or has your public participation been below expectations and you feel you need to update the plan?

Answer: This is not a required review. Our last Public Participation Plan was created in 2014 and it has not been updated since that time. The MPO Public Participation Plan has been reviewed by FHWA and FTA, and the update was suggested by these entities. The Casper MPO would like to have the Public Participation Plan make use of a variety of contemporary tools and creative techniques to inform the public, generate public input, and in some cases, build consensus and reach agreement.

Question 5: Did a consultant develop the 2014 Public Participation Plan? Are they still involved in the implementation of that plan?

Answer: A consultant did not develop the 2014 Public Participation Plan. MPO staff developed the plan and the key staff person that developed the plan is no longer with the MPO.

Question 6: What metrics do you currently use to measure public participation?

Answer: Because our current plan is outdated, the metrics are out of date and no longer utilized. This is one of the reasons for updating the plan.

End of Addendum No. 1