

RFP 2325-16 Questions and Answers

1. Has Benton County identified a maximum budget for consultant services for phases 1 and 2 of the project? **Answer – Phase 1 has a maximum budget of \$50,000, funded by a DLCD grant, to complete Tasks 1-3 (as defined in the RFP). Phase 2 does not yet have a defined budget nor definitive funding source.**
2. Is the DLCD grant awarded to Benton County intended to fund only phase 1 of this project, or will it also be used, at least in part, to fund phase 2? **Answer – Yes, the DLCD grant totaling \$50,000 will fund only phase 1 (Tasks 1-3) as laid out in the RFP. Phase 1 work and associated funding must be completed by May 31, 2025, pursuant to the DLCD grant agreement.**
3. In addition to the DLCD grant received by Benton County, do you anticipate any additional sources of funding (local or otherwise) to be used to fund phase 1 of this project? **Answer - Currently, Benton County does not anticipate any additional local funding to support phase 1 work.**
4. Per the RFP, the scope for Phase 2 is to be determined by the outcomes of Phase 1. Given uncertainties around scope, funding, and timing, do you expect respondents to include a proposed work plan and timeline for Phase 2 in our response to question 3 in Attachment 4? **Answer – The outcome of Phase 1, specifically, Task 2, will inform the content, scope, funding, and timing of phase 2, determining which focus areas of the statewide land use planning goals will be focused on in the Comprehensive Plan update. Task 2 requires the project team to “design a DLCD-approved work program for ‘A Regional Vision for Collaborative Resilience.’ Phase 2 will involve the research, work, and written Comprehensive Planning document for Phase 1 Task 2, the DLCD-approved work program. To the extent an applicant is able, you may choose to provide an outline of how your team would generally approach undergoing the Comprehensive Plan update process, providing as much or as little detail as you would like, based on your firm’s experience in this realm.**
5. Question #5 in Attachment 4 asks for a list of references. Should we include this in addition to the reference form (Attachment 3) or does Attachment 3 fulfill your needs for that question? **Answer – Attachment 3 will fulfill the requirement in Attachment 4 and write in question# 5 “Refer to Attachment 3”.**
6. The FEMA Risk Assessment clause references “required documents” to complete the County’s risk assessment. Can you confirm that these documents are not required as part of our response to this RFP but would instead be part of a follow-up with the selected proposer? **Answer – Not necessary to complete the FEMA Risk Assessment and would be a follow up with the selected proposer.**
7. To what extent has Benton County implemented IDEA in any other aspects of their work/planning projects? / Can they explain or describe how they have used the IDEA principles in any recent public projects or internal work? **Answer - For example when targeting road improvements, the County will put higher priority into the geographical locations that may have a large low-income population and/or populations that have been historically underserved to alleviate greater barriers/challenges.**

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8. Does Benton County anticipate outreach in languages other than English? If so, which ones? *Answer - Yes, minimally in Spanish and possibly American Sign Language (ASL). To the extent that budget allows, we would also consider translation services for outreach materials in some of the other more common languages read and spoken in Benton County. According to the 2022 American Community Survey, [Table B16002, Detailed Household Language by Household Limited English Speaking Status](#), that may include translating outreach materials into any of the languages read/spoken in Benton County homes, prioritizing those subsets with limited English proficiency.*
9. Can the County list the major stakeholders, boards, and/or commissions that will need to be involved in the project? *Answer - Yes, this information will be provided to the successful firm.*
10. Confirm that you (Benton County) are looking for a consulting team that can complete both Phase 1 and Phase 2 of the project and not looking for individual consultants for each phase. *Answer – Correct, Benton County is soliciting a consulting team, which may include subs as needed, to complete both Phase 1 and Phase 2. Only Phase 2 to is contingent on availability of funding.*