

1. Scope of Work, B.2. – *Work Product: Provide written recommendations and/or graphic renderings for any improvements to the Plan for efficiency and effectiveness.*
  - a. Please clarify the nature of the work product expected in this task. Why does the Village believe changes are needed to this recently adopted plan? *The section for VBHI within the Blueprint Brunswick 2040 Plan was recently completed and approved last year. We don't expect much if any changes, but we would like the firm that we work with to review and make any recommendations to improve on it.*
  - b. What type of improvements to the Plan does the Village anticipate? *Unknown.*
2. Scope of Work, B.3. – *Work Product: Develop framework for Code update, incorporating existing text with new ordinance text and graphics.*
  - a. Is the Code Update Framework intended to include existing code text with new code text and graphics, or does this reference the integration of new and existing text in the new UDO? *The UDO should include existing code (for example: subdivision, zoning, stormwater, commercial design standards, etc.) as well as any new code that is mandatory per statute or recommended to be included that aren't in our books yet.*
3. Scope of Work, B.4 – “Firm shall prepare UDO and related existing Village Code text updates...”
  - a. Which chapters of the Village Code does the Village intend to consolidate to create the new UDO? *At a minimum, should include: subdivision, zoning, stormwater, commercial design standards, floodplain, building regulations will be consolidated. Inspection of other sections will be required to determine consultant's professional opinion of whether others need to be pulled into the UDO.*
  - b. We note Chapter 9 COMMERCIAL DESIGN STANDARDS was adopted in November 2023. As such, we would anticipate only minor revisions to ensure consistency with changes in other sections of the Code. Is this a correct assumption? *Yes, but as the newly formed Commercial Review Board (CRB) works through the process, they may run into situations where they may consider revisions to the language.*
  - c. Does the Village foresee updates/revisions to any Village Code chapter other than Chapter 26 SUBDIVISIONS and Chapter 32 ZONING? *Our general code of ordinances may contain sections that are outdated that may need attention. A thorough review of the whole code will be needed for recommendations for our Planning Board.*
4. The RFQ requires analysis and assessment of the current code, public engagement, drafting, and adoption to occur within an approximate 12-month timeframe. Based on our experience, projects that include all of these components often need a longer timeframe to include flexibility for staff review and feedback loops, accommodate Village Council and Planning Board meeting schedules, and provide for effective public engagement.

- a. Is the Village open to an alternate project timeframe if it results in more effective feedback loops and more opportunities for public participation? *It is acknowledged that some UDO processes take longer than 12-months. Ideally, we would want to complete ours in that timeframe, but are open to consider alternate timeframes presented during contract talks with the selected firm.*
5. Based on the Preliminary Schedule in Section D. *Timeframe*, it appears adoption is included in the project's 12-month timeframe.
  - a. How many weeks and how many meetings does the Village anticipate for the UDO adoption process? *Once the work is completed and ready for presentation, at a minimum it would take 2 Council meetings, first for presentation and a decision on the following month.*
  - b. How far in advance of the first adoption process meeting should the consultant complete the final draft of the UDO and Village Code updates? *TBD, but at this point best guess would be 2-3 weeks.*
6. Section E, Bullet #2 *Project Approach/Work Plan/Demonstrate Project Experience* requires the proposer to "identify the level of assistance required from the Village and/or Project Partners to complete each task."
  - a. Who are the Project Partners? *Planning Board will be directly involved in this process, but other partners could be viewed as the general public (i.e., residents, business owners, other identified stakeholders).*
7. Section F. *Consultant Evaluation and Selection* indicates one of the selection criteria is the "completeness of submitted Proposal and separate Cost Estimate documents." However, Section E. *Proposal Submittal Format and Content* does not require the inclusion of a Cost Estimate.
  - a. Should proposers include a Cost Estimate? *Section E asks about the costs associated with your past project profiles, which should be included. Section F - while not mandatory, cost estimate for this project can be helpful for staff review.*
  - b. If so, should it be provided under separate cover, and does it count towards the 20-page limit? *It will not be counted within the 20-page limit and can be submitted under a separate cover.*

**Please specify exactly which Chapters of the current code of ordinances are desired for combination and re-tooling as the UDO. After review of the codes hosted online, it would appear that this UDO would incorporate all or significant parts of the development- and land use-relations in Chapter 26 Subdivisions and Chapter 32 Zoning. Are there any other chapters that are anticipated to be rolled in? Ex. - stormwater, flood damage prevention, etc.**

- At a minimum, should include: subdivision, zoning, stormwater, commercial design standards, floodplain, building regulations will be consolidated. Review of other sections will be required to determine consultant's professional opinion of whether others need to be pulled into the UDO.

**Please elaborate on the desire to have written recommendations and custom renderings prepared as updates to the land use plan. (RFP top of page 4, B.2.) Are revisions to the land use plan desired? Or is the deliverable to review the plan and bring forward recommendations into actionable ordinance edits/language?**

- Understanding that the LUP was recently completed and approved last year. That said, if there are any recommendations to improve on it, we'd like to hear from the firm that is selected on this project.

**What is the anticipated budget for this project?**

- The budget for the current FY is \$60k. However, we know that this project will likely need additional funding, which we're in the process of budgeting for the next FY. However, the contract negotiations post selection of a firm will help us base what that amount will be.

**In-person public engagement is important at key milestones. What is the Village's capacity to host virtual working meetings of the steering committee/Planning Board/Council?**

- We have the capacity to host virtual working meetings. However, we do expect meetings in person as well to be a part of the process and not solely a virtual project.

**1. What Village Code sections are being contemplated for revision and inclusion in this project?**

All codes will be reviewed and in consideration for updating. However, at a minimum the following chapters are expected to be rolled into the UDO: subdivision, zoning, stormwater, commercial design standards, floodplain, building regulations. Again, other sections will be reviewed and determined by consultant's professional opinion on whether others need to be pulled into the UDO.

**2. Do you have a budget identified and can share? Current FY has \$60k dedicated to this project. However, we know that this project will likely need additional funding. We are in the process of**

working on budgets for the next FY, which includes this project and will work with the selected firm with contract negotiations on what that total project cost would be.

3. **Is a map revision included in the scope of work?** A map revision is not required, but will be determined if needed by consultant during the review process.
4. **How much public engagement or advisory/steering committee engagement is anticipated during the draft UDO review phase of the project?** TBD, but the Planning Board will be heavily involved in the process of the UDO update process. Others involved will be the general public (i.e., residents, business owners, other identified stakeholders). How much engagement will be part of the process that consultants recommend from their prior experiences and past projects.
5. **When do you anticipate posting an addendum with answers to questions?** Answers will be posted later this afternoon.