

Request for Proposals from Firms, Nonprofits or Individuals for Engagement Strategy for Great Rivers Greenway – November 26, 2021

Questions and Answers

1. Q: Is the design and production of the updated report included in the scope of work?

A: Design, graphics and production of the final Engagement Strategy document can be negotiated as a part of the contract with the selected consultant individual or team.

2. Q: What is the anticipated start date of this project?

A: Once consultant individuals or teams have been interviewed and a consultant has been selected, and a contract has been negotiated the start date for this project will be determined. We anticipate the start date for this project will be early in the first quarter of 2022.

3. Q: When is the final report due to GRG?

A: The scope and timeline for this project will be determined as a part of the contract negotiation process once a contractor has been selected. We anticipate the Engagement Strategy project may take up to 12 months to complete. The final report for this project will be due upon completion of the project.

4. The 2018 Engagement Strategy has a lot of great content. How do you anticipate the 2022 Strategy to interact with/reference the 2018 document (Complete revision? Reference 2018 doc? Serve as addendum to 2018 doc? other?)

A: We are hopeful that the 2022 Engagement Strategy will provide an update of GRG's approach to community/civic engagement based on best practices, trends in the field and tactics based on our two models of engagement: the IAP2 Spectrum of Public Participation and Ask, Align, Act.

5. Do you anticipate interviews and advisory committee meetings (#5 and 6 in SOW) to be in-person or virtual?

A: Interviews and meetings related to this project may include 1) virtual meetings using an appropriate web-based platform; 2) in-person meetings following COVID protocol at GRG or elsewhere in the field; and/or 3) a hybrid meeting approach. GRG meeting rooms are equipped with Zoom-room capability and can accommodate hybrid meetings as necessary. The types of interviews and advisory committee meetings may be determined once a meeting schedule has been determined.

6. Is the GRG review committee (deliverable #3) the same as the advisory committee (SOW #6)?

A: Yes. We anticipate that the review committee will be the same as the advisory committee.

7. Will the consultant be responsible for design and graphics for the final strategy or just content?

A: Design, graphics and production of the final Engagement Strategy document can be negotiated as a part of the contract with the selected consultant individual or team.

8. Who will be the primary point of contact at GRG for the consultant?

A: The Great Rivers Greenway civic engagement management team will be the primary points of contact for this project. The civic engagement team includes Shaughnessy Daniels, sdaniels@grgstl.org; and Kaitlyn Service, kservice@grgstl.org.

9. Are refreshments for advisory committee meeting attendees(i.e. coffee & bagels) allowed as reimbursable expenses or would they be provided by GRG? (assuming in-person meetings)

A: Direct expenses such as copying, printing, supplies, materials and other incidentals can be negotiated as a part of the contract with the selected consultant individual or team.

10. Are notary pages required for RFP submission, or only if the contract is awarded?

A: The Template Contract documents as shown in Exhibits B and C are not required to be submitted with the RFP submission. These documents will be required for the procured consultant to submit after a consultant individual or team has been selected and a contract has been awarded.