Questions & Answers

Question #1: Are engineers required for the transportation scope of the Comprehensive Plan?

Answer #1: While not specified as a requirement, the qualifications, skills, and resources of the proposer are identified as an evaluation criteria and will be considered as part of the evaluation of proposals.

Question #2: Is there a local preference?

Answer #2: The City of Joplin's procurement process does include a preference for local firms. While not specifically expected for a project of this scope, participation in public engagement meetings, and their ability to effectively correspond/work with staff members and the steering committees, will be essential to fulfilling the scope of services.

Question #3: What is the vision of the relationship between the Downtown Master Plan and the Comprehensive Plan? Are they parallel documents or should the Downtown Master Plan be folded into the Comprehensive Plan?

Answer #3: The Downtown Master Plan should address the scope identified within the RFP with specifically detailed approaches unique to the identified Downtown project area.

Question #4: What is the role of staff throughout the scope of the project?

Answer #4: City staff will collaborate with the Consultant to organize steering committees, set up local meetings, and provide available data. While staff will not provide new data collection, staff will work with the Consultant selected for the project to provide available existing data, such as housing studies, permit information, existing zoning district information, etc. There will be a dedicated staff person throughout the project.

Question #5: Has the City established a budget or preferred budget range for the combined Comprehensive Plan and Downtown Master Plan?

Answer #5: Cost is a factor, but not the sole determinator of the proposal as a whole. We cannot disclose the budget amount since this is part of the evaluation process.

Question #6: Should proposers structure the work as one integrated planning process with two coordinated deliverables, or does the City prefer a single combined plan document?

Answer #6: The plans should reference and compliment each other. The City expects two coordinated deliverables.

Question #7: Does the City expect the consultant to propose a full scope for all items listed in the RFP, or may proposers identify recommended base-scope tasks and optional/additive tasks?

Answer #7: Proposers are free to branch out and make recommendations for base-scope tasks and optional/additive tasks. The items included within the Scope of Services section of the RFP are the scope minimums.

Question #8: What level of detail does the City expect for the Downtown Traffic Study and Downtown Parking Study, including whether new counts, occupancy observations, or other field data collection are required?

Answer #8: The Downtown Traffic Study and Downtown Parking Study will need to be based upon contributing metrics, such as property occupancies. New counts, occupancy observations, and field data will be necessary.

Question #9: What level of market and housing analysis is expected for downtown retail, lodging, restaurant, residential, and mixed-use demand? What level of detail for the Comprehensive Plan portion? Should these be developed with a similar scope and level of effort for both the Comprehensive Plan and Downtown Master Plan?

Answer #9: The City would like to see the Market and Housing Analysis address the physical presence/traffic of the downtown area/citywide, number of occupancies for residential and commercial spaces respectively, and demand trends based on spending data, consumer behavior and metrics, and other related economic trends. The scope should be the same for both plans. A housing study was completed in 2021 (Comprehensive Housing Market Analysis), and is posted on the City Website as Addendum 3.

Question #10: What level of visual detail is expected for redevelopment area plans and streetscape concepts, such as planning-level diagrams, concept plans, typical sections, precedent imagery, or rendered illustrations?

Answer #10: Concept images and visuals (diagrams, precedent imagery, illustrations, etc.), are expected. Information included in the project deliverables must be presentable to the public. The Comprehensive and Downtown Master Plans are City-wide documents, and therefore must be presented in a manner that even those who are unfamiliar with Planning principles and concepts can understand.

Question #11: Does the City have a preferred number and format of public meetings, stakeholder meetings, steering committee meetings, and formal presentations, or should proposers recommend an engagement program?

Answer #11: The request does not specify the number of meetings that are expected. Public engagement will be vital to understanding the needs and expectations of the City. The proposer may recommend an engagement program, but more public involvement is favorable.

Question #12: Should proposers assume in-person attendance for all listed meetings and presentations, or may some meetings be virtual or hybrid?

Answer #12: In-person attendance for meetings is expected for presentations to City Council and the Boards and Commissions. In-person attendance is preferrable for the stakeholder and steering committee public engagement, but some meetings may be virtual or hybrid.

Question #13: Will the City provide GIS base data, parcel data, zoning data, infrastructure data, transportation data, parking data, prior planning files, and relevant shapefiles?

Answer #13: The City will provide our existing GIS shapefiles and existing data to the consultant.

Question #14 : Are there priority redevelopment sites or focus areas the City expects the Downtown Master Plan to address, including Union Depot, Memorial Hall, the Pennsylvania viaduct area, the 600 block parking deck, Main Street streetscaping from 8th to 15th, or the 1700 block of South Joplin Avenue?

Answer #14: While not necessarily a priority, the project shall focus specific attention to the identified areas, including the neighborhoods and Districts (Sunshine Lamp, N Main, Murphysburg National Register District, East Town), and the focus areas identified within the RFP (Pennsylvania viaduct area, the 600 parking block, Union Depot, and Memorial Hall). The Main Street streetscaping project is a closed bid project for improvements from 8th St to 15th St that are already ongoing.

Question #15: Are there any key schedule milestones we should factor in, such as start date, intermediate deadlines, or completion dates tied to fiscal year requirements?

Answer #15: The Proposer is free to set the schedule as they see fit, provided it is within the Preliminary Project Schedule of the RFP. The only key dates the Proposer is expected to adhere to are those listed within the Preliminary Project Schedule.

Question #16: We noticed the Downtown Joplin Alliance had a linked parking map for downtown. Have there been any recent parking studies by the City or any of the downtown partners?

Answer #16: The most recent Downtown Master Plan that was conducted was the 2002 Joplin Revitalization Plan. There was a Downtown Traffic Study completed in 2005, which will be posted as “Addendum 3” on the City website bid posting.

Question # 17: Advisory Committee. Does the City already have potential members in mind for the advisory committee, or is the City seeking recommendations for committee membership as part of the engagement strategy and planning process?

Answer #17: Yes, the City seeks to include Joplin Chamber of Commerce, the Joplin Industrial Development Authority, members of the Planning and Zoning Commission, Historic Preservation Commission, Downtown Joplin Alliance, and other local business owners, residents, and Stakeholders. However, we are open to additional recommendations from consultants.

Question #18: The scope references recommendations for City identity and branding. Is the intent to provide strategic recommendations related to community character, placemaking, and messaging, or is the City seeking development of branding elements such as logos, taglines, visual identity concepts, or brand standards?

Answer #18: The intent is to provide strategic recommendations related to community character, placemaking, and messaging. The scope of this project will not include branding elements such as logos, taglines, visual identity concepts or brand standards.

Question #19: Does the City have a preferred online engagement platform, or should respondents include digital engagement tools within their scope and fee proposal?

Answer #19: Teams is the City's platform for virtual meetings. The City currently only utilizes Survey Monkey for public engagement. The City will have new public engagement platforms that we will utilize starting November the 19. Outside of these, the respondent should include digital engagement tools within the scope and fee proposal.

Question #20: Can the City clarify the expected scope of analysis for community facilities and infrastructure, including whether a formal engineering assessment is required?

Answer #20: This scope refers to transportation and utility services, on a broad scale. An engineering assessment is not necessary. This scope is to create goals and objectives for infrastructure improvements, along with planning for future growth.

Question #21: What planning, engineering, or conceptual work has been completed to date for the Pennsylvania Viaduct, and what scope or level of analysis is anticipated for this project?

Answer #21: Currently, the only plans the City has for the Pennsylvania Viaduct is to demolish the existing bridge. The City wants to identify an optimal future land use, and whether that should include the redevelopment of the street and make it a through connection, or not. This would be determined through data collection and public engagement.

Question #22: Is the project funded in whole or in part by grants? If so, are there any requirements the consultant should be aware of for the grants?

Answer #22: Yes, part of the project is grant funded. Applicable grant requirements are included in Attachment C of the RFP.

Question #23: Are there any requirements for MWDBE contractor participation?

Answer #23: There is no DBE or local preferences attached with this contract.