

City of Healdsburg



Addendum

Date:	Tuesday, February 10, 2026
Project Name:	RFP-01-026: Request for Proposals: Healdsburg Station Area Specific Plan Consultant Services
Addendum No.	1
Issued To:	All interested proposers

The following changes are hereby made to the RFP documents:

ITEM 1: REPLIES TO PROPOSERS QUESTIONS

1.1 Is it acceptable to maintain Professional Liability Insurance on a claims-made basis?

Response: Yes.

1.2 Is it acceptable to restrict the “Additional Insured” provisions to the limits specified in Section 11.f?

Response: Any deviations from the Contract terms included in the draft contract will be considered during contract negotiations only after selection/award of a proposal.

1.3 Our insurance policies are confidential and proprietary, and as such, we cannot provide full certified copies. However, we can make redacted versions available for review at our premises with adequate notice. Are these terms acceptable to you?

Response: Insurance documents are not required as part of the RFP submittal. The City expects the consultant to be able to meet the insurance requirements outlined in the draft contract (Attachment 4) and consider those requirements while developing their proposal. Any deviations to the contract requirements will be considered during contract negotiations only after selection/award of a proposal.

1.4 Can you confirm the inclusion of provisions allowing the Consultant to terminate the contract or suspend services in the event of non-payment?

Response: Any deviations from the Contract terms included in the draft contract will be considered during contract negotiations only after selection/award of a proposal.

1.5 Could you provide the terms related to Force Majeure?

Response: Any deviations from the Contract terms included in the draft contract will be considered during contract negotiations only after selection/award of a proposal.

1.6 Can you clarify the provisions regarding the Consultant's right to rely upon information provided by the City?

Response: Any deviations from the Contract terms included in the draft contract will be considered during contract negotiations only after selection/award of a proposal.

1.7 There are parcels on the South side that are included in the Priority Development Area within the City limits but are outside the half-mile radius. Are we considering these parcels as part of the Specific Plan Boundary?

Response: Yes. The Specific Plan will address the entire Priority Development Area which includes the half-mile radius around the planned SMART station and the remaining properties, south of the half-mile radius which are within what is called the South Entry Area.

1.8 Could you please confirm the consultant's budget for preparing the Specific Plan?

Response: The City has received grant funds in the amount of \$1,130,000 to prepare the Specific Plan. We will have a better understanding of the budget based on responses to this RFP. The City will seek additional funding if the budget exceeds the available grant.

1.9 Please clarify the requirement for implementable projects within 5 years. Is the City looking for built examples or Citywide adopted plans?

Response: The City is looking for consultant teams with a recent track record of successfully preparing specific plans, master plans, area plans, etc. of similar scope.

1.10 Does the City have a preferred timeline for completing this project to meet the grant requirement?

Response: The City anticipates that this project will take two to three years. Grant funds must be expended by June 30, 2029. We are looking for a realistic timeline for completing the project that fits within the limits of this grant deadline.

1.11 Has the City identified/curated a list of CAC members/groups the project should solicit feedback from?

Response: City Staff updated the City Council on the Specific Plan at their February 2, 2026, meeting and sought and received feedback on the CAC with respect to its composition, size, and the application process. Staff will be working to form the CAC and TAC to coincide with when the consultant contract is in place and the project commences.

1.12 Will the City take the lead on the formation of the Community Advisory Committee and Technical Advisory Committee? Or is the City expecting the consultant team to recommend participants and organize scheduling?

Response: The City will take the lead on the formation and administration of the Community Advisory Committee and the Technical Advisory Committee. The consultant team will be responsible for outlining topics for the meetings, facilitation, and providing meeting summaries.

- 1.13 Can you clarify whether the intent of this task is to hold on-site pop-up events rather than a traditional workshop setting with a formal presentation?

Response: The City seeks to find ways to reach out and inform, educate, and gather feedback from those who typically don't attend public workshops. We are looking for consultants with ideas on how to augment traditional workshops with informal community outreach. This could include pop-up events, tables at community events, or other means that may have proven effective in the consultant team's prior experiences. The project will still include traditional workshops.

- 1.14 Does the City anticipate meeting with the City Council and Planning Commission at major milestones/deliverables, for example, during Task 2 (discuss their vision), Task 3 (to share existing conditions analysis and discuss alternative approaches), and Task 4 (review the two alternatives for feedback)?

Response: The City anticipates providing updates and facilitating feedback from both the Planning Commission and the City Council at major milestones/deliverables throughout the project. The City will work with the selected consultant team to refine the overall outreach and engagement strategy as part of the project initiation phase.

- 1.15 Would the City like to pair the CAC meeting with a TAC meeting in Task 7 to review the Draft plan, as described in previous tasks?

Response: The Scope envisions the two committees operating in parallel and a combined meeting has not been contemplated. If the consultant team sees merit in such an approach at one or more key milestones, then they should include such in their proposal. The City will work with the selected consultant team to refine the overall outreach and engagement strategy as part of the project initiation phase.

- 1.16 Have there been previous studies completed for the historic train depot? If so, can these be made available to the selected consultant?

Response: All applicable prior studies and plans relevant to the project will be provided to the consultant team. There is a cultural resources investigation for the area around the depot from 2001.

- 1.17 Does the Specific Plan require an updated survey and evaluation of the individual landmark/historic buildings, or does the City already have the data findings available that they would like the consultant to review?

Response: The most recent Cultural Resources Survey is from 2011 and can serve as the basis for review. Consultant team should include any updates/review necessary to comply with CEQA.

- 1.18 The scope includes high-level utility demand forecasting. For sizing and costing utility upgrades to existing lines, will the consultant need to model the existing water/sewer/storm systems, or will the City use forecast data to plug into existing models? (for areas with existing infrastructure.).

Response: The consultant will need to model utility needs based on projected land uses in the plan area. This will include reviewing the City's existing sewer and water master plans and existing modeling data to confirm there is adequate capacity/flow/etc. The City has a model for sewer (Infoworks) and it includes the area south of the Healdsburg Ave Bridge. The water model (Innovyze) did not include the area south of the bridge. The consultant should review the existing master plans and land use assumptions used, review the existing model, and modify the model(s) as necessary to reflect the projected land uses, flow requirements, and pipeline capacities.

- 1.19 Task 6 asks for an analysis to outline infrastructure conditions and improvements needed in terms of transportation. Can you clarify what “transportation” in this instance refers to, such as pavement condition, road widths, transit opportunities, fire access, pedestrian access, etc? Or, all of the above?

Response: All of the above, the analysis should address mobility for all users, identify any new roadways and or pathways to improve connectivity within the plan area, including street sections for any proposed improvements or revisions to existing roadways.

- 1.20 Website Questions:

- What is the City’s preferred Content Management System (CMS)? Is the City interested in an open-source CMS—such as WordPress or Drupal—or are you looking for a proprietary CMS?
- What other websites does the City like? Would it be possible to explain what the City likes about each site briefly?
- Is the City planning any community engagement efforts during this contract period that would require a digital presence?
- In addition to the multilingual feature, what other features does the City need on the website? (e.g., Latest News, Event Calendar, Photo Gallery, etc.)
- Approximately how many pages does the City anticipate on the site?
- How should sensitive data collected through forms (e.g., feedback, opt-ins) be secured and retained?
- For the website hosting, does the City have any uptime requirement (e.g., 99.9% or 99.95%)? Does this requirement require an SLA?

Response: The City will host the project’s content on its own website. The City will be looking for the consultant team to assist in preparation of content, e.g. deliverables, maps,

images, etc. but City staff will be responsible for posting and maintaining the information. A separate website or CMS system will not be necessary.

- 1.21 Task 2: Does the City have a preferred translation vendor for which proposing teams should allocate budget, or should teams plan to procure translation services independently for the duration of the project? Task 5: Could the City clarify whether the requirement that “meeting notices, facilitation, and summaries in English and Spanish shall be provided” applies to all CAC meetings?

Response: Proposing teams should allocate budget for Task 2. The City has a preferred translation and interpretation vendor. Cost considerations may make providing meeting notices, facilitation, and summaries in English and Spanish for all CAC meetings prohibitive. However, this will be a requirement for all major workshops.

- 1.22 Task 9: The RFP indicates that an existing EIR may be leveraged to streamline development of the SMART Station Area Specific Plan. Given that multiple EIRs have been completed in the vicinity of the Project Area, could the City provide additional guidance on which previously prepared EIRs it considers appropriate or applicable for review?

Response: The intent of the summary for Task 9 was to identify the need for environmental review, likely a full EIR, from which future projects consistent with the specific plan can tier off in the future for streamlining purposes. The EIR prepared for the Central Healdsburg Avenue Plan is the most recent environmental document for a portion of this area but is not adequate to streamline the specific plan process, it is however a resource for review.

- 1.23 Will the City be disseminating the public notices related to Task 9 for the Notice of Preparation (NOP), or is the consultant team expected to facilitate the direct mailings?

Response: The City will be responsible for disseminating all public notices and direct mailings. The consultant team will be required to draft the required notices.

- 1.24 Could the City clarify whether the full grant amount outlined in the RFP will be available to the consultant team, or if a portion will be retained by the City to cover internal administrative costs associated with the project?

Response: The City is reserving the entirety of the grant amount for consultant costs. If the project cost is less than the grant award, then internal City costs may be assigned to the grant.

A copy of this addendum, signed by the proposer, must accompany all proposals.

Authorized By



Tyler Kettmann Central Services Manager
City of Healdsburg

Accepted By Proposer

Name

Company