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Addendum # 1 Comprehensive Plan Update Public Engagement Program

Date of Addendum: 11/14/2022

NOTICE TO ALL BIDDERS AND PLANHOLDERS
The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a Proposal, and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.

PROPOSAL SUBMITTAL DEADLINE
The Proposal submittal time has not been changed.

1.0 – QUESTIONS AND ANSWERS	
The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.	
Item	Questions and Answers
1.1	<p>Q. It’s difficult to propose an engagement strategy not aligned with the work plan to update the comprehensive plan itself. Can you provide the schedule, timeline, and milestones for what the planning work will look like so we can customize a strategy tied to the actual planning work?</p> <p>A. This work scope is targeted at the existing conditions phase. As stated in the RFP, meetings and topics shall be arranged around community functions, sectors and assets instead of functional chapters (or plan elements). The recommendations and action items identified in the final report will inform the updates to the plan. The plan itself will be revised utilizing the results of the public engagement program during the latter part of 2023 and early 2024, with an anticipated adoption ideally prior to the end of 2024. A more detailed schedule for the actual plan updates is not available at this time, since the public engagement program timeframe is not yet set with the selected vendor.</p>
1.2	<p>Q. Will there be specific phases around which to build a public engagement strategy, e.g., an existing conditions phase, a draft plan phase, and a final recommendations phase?</p> <p>A. This strategy is to be built around the existing conditions phase.</p>
1.3	<p>Q. The current 2006 plan update only includes some elements that a non-charter county plan must have. For this new update, will Worcester County be including Community Concerns, Sensitive Areas, and Development Regulations elements? And which optional elements will it include – pollution control? Community renewal? Flood control?</p> <p>A. Worcester County will include all required elements into the updated plan.</p>
1.4	<p>Q. Does the current plan (2006), or will the new plan update include growth tiers?</p> <p>A. The Worcester County Commissioners did not adopt the growth tiers.</p>
1.5	<p>Q. We noticed that your current plan doesn’t include the 12 visions that are now required. Will these be incorporated into next year’s plan process?</p> <p>A. Yes.</p>

1.6	<p>Q. Is the county looking at only doing a baseline of 3 community meetings for a planning process with multiple phases and a plan that will include a dozen elements and a dozen visions? Can additional meetings be proposed?</p> <p>A. The public engagement proposal may have more than three community meetings and other community engagement activities. This was a baseline requirement in the RFP as stated in Task 3. Meetings and topics shall be arranged around community functions, sectors and assets instead of functional chapters/elements/visions. The primary components of the meetings/ engagement activities are outlined in Task 1.</p>
1.7	<p>Q. Given how voluminous the number of elements and visions are, and at least for public meetings - very limited time - are there a smaller set of elements and/or visions that are the highest priority to get initial input on and final feedback?</p> <p>A. See the response to item 1.6 above.</p>
1.8	<p>Q. We distinguish outreach (which we define as promotion and other activities to recruit people to participate) from engagement (the activities people participate in once they've been recruited). Does the department expect the vendor to conduct all / most / some / a minimum of the actual recruitment of participants to the meetings?</p> <p>A. The summary section of the RFP states that the successful vendor will facilitate direct outreach to the participants, and the department will assist in these efforts. "Most" would be an appropriate response.</p>
1.9	<p>Q. Alternatively, is the contractor primarily working to co-develop the recruitment strategy and materials with your department and support your staff and other local partners to do the active outreach/recruitment?</p> <p>A. See the response to item 1.8 above.</p>

END OF ADDENDUM