



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 21-11414-C
FOR
2023-2031 HOUSING ELEMENT UPDATE
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "B"
January 21, 2021

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, January 28, 2021. All responses should be sent via email to purchasing@cityofberkeley.info and have **"2023-2031 HOUSING ELEMENT UPDATE"** and **Specification No. 21-11414-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “B”

Questions and Answers for Specification No. 21.11414-C 2023-2031 Housing Element Update

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 21.11414-C, 2023-2031 HOUSING ELEMENT UPDATE**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Will project descriptions and resumes be counted towards the proposal page limit?
1. A. No

2. Q. Can the rezoning task follow submission of the Housing Element Update to HCD?
2. A. Yes

3. Q. Can the rezoning task be an optional element of the proposal?
3. A. Yes, if the budget and/or proposed schedule cannot accommodate this task.

4. Q. Is the City interested in an analysis of market conditions and financial constraints outside of what is requested in the RFP?
4. A. Proposals should include tasks needed to develop a compliant Housing Element Update. If additional analysis is required to support potential programs and policies, please include this in your proposal.

5. Q. What is meant by going “above and beyond” standard outreach?
5. A. The proposal should include outreach strategies designed to reach a diversity of people and engage those who don’t typically participate in the planning process. The engagement process should highlight diversity, equity, and inclusion.

6. Q. In addition to the Strategic Plan, what documents will guide equity considerations in the Housing Element Update?
6. A. There are numerous efforts underway to prioritize equity in the City’s plans, programs and policies. Staff will share materials and progress with the selected consultant.

Except as provided herein all other terms and conditions remain unchanged.