

Hualapai Planning & Economic Development Department

**Request for Proposal for
Hualapai Master Plan Facilitation**

February 8, 2023

ADDENDUM NO. 1

Response to Questions

- 1. *Is the consultant only attending and facilitating meetings for a master plan already prepared?***
Correct; however, the draft will be updated with some goals and policies re-written by the Master Plan Committee with the assistance of the Hualapai Planning Department. ***Who prepared the plan?*** Stantec and sub-consultants.
- 2. *Does the Tribe require more than one facilitator attend the public meetings to provide more support?*** The consultant's proposal can include more than person to facilitate the meetings if they feel the scope of work requires more than one person.
- 3. *The RFP Scope of Proposal requires 12 public meetings? Does this include meeting with tribal departments, enterprises, and others? Not at this time. The facilitation will focus on the Committee meetings which will be open to the public.***
- 4. *Are all 12 facilitation meetings to be in-person, or would any virtual meetings be acceptable?***
The 12 facilitation meetings will be in-person.
- 5. *Do you anticipate focus groups or other unique meetings that the consultant would need to facilitate?*** Not at this time. Planning will present updates from the Committee when invited to do so by various tribal associations and committees and then provide their input to the Committee.
- 6. *Is the tribe looking at two community meetings and two public workshops in addition to 12 public meetings?*** The two community meetings and two workshops will be scheduled immediately prior to four of the Committee meetings. The Committee will schedule these.
- 7. *Is the Consultant responsible for advertising meetings, tribal website postings, mailings, reproduction, meeting supplies including food? Who records meeting minutes?*** The Planning Department will perform these duties save for the taking of meeting minutes which the facilitator can prepare being the neutral third-party.
- 8. *Is the Master Plan Committee the same or collectively IDT, TERC, HTUA, Housing Board, Cultural Advisory Team, Soil and Water Conservation District, Elderly Program?*** Tribal council will appoint the Committee from a list of volunteers from each of these entities and also from members of the community.

- 9. Will the Consultant meet with all these groups separately?** No. Planning will present updates from the Committee when invited to do so by these groups and in turn provide their input to the Committee for consideration. Planning regularly meets with IDT, TERC, CAT, HTUA, and the Soil and Water Conservation District.
- 10. Who does the interview on KWLP - Planning Department or Consultant?** The Planning Department will do the interview(s) with KWLP. However, a joint interview on KWLP with Planning and the consultant on the afternoon, which coincides with one of the regular public meetings, would be appropriate.
- 11. Is the TERC review meeting separate from the Master Plan Committee Meeting?** Yes, both TERC and IDT will review the master plan separately at their respective meetings. The Planning Department also staffs these meetings and will provide regular updates as the plan progresses.
- 12. Will the Planning Department be copying and making available the Master Plan at the Tribal Office, Cultural Center, Walapai Market, Grand Canyon West, Tribal Website?** Yes.
- 13. To receive the nine points awarded for Indian Preference, does an Indian Owned Enterprise need to lead/prime the project, or can an Indian Owned Enterprise be a sub-consultant to the project lead/prime?** The lead firm must be the Indian-owned enterprise to receive nine points.
- 14. To clarify, will you accept proposals by e-mail?** Yes.
- 15. What is the identified budget for this effort?** The budget is confidential.

Should you have any questions regarding this Addendum, please contact me at (928) 769-1310.

Except as modified herein all other specifications, terms, conditions and special provisions shall remain the same.

ISSUED BY:



Kevin Davidson, AICP
Planning Director

cc: File