

# City of Takoma Park, Maryland

## Housing and Community Development Department

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## Housing and Economic Development Strategic Plan

The City of Takoma Park held an informational meeting on Friday, December 2, 2016 for its Housing and Economic Development Strategic Plan RFP. Those in attendance were:

- Lisa Sturevant and Associates, LLC
- The Cloudburst Group
- Mangan Group Architects
- Partners for Economic Solutions
- Maryland Nonprofits
- Jon Stover and Associates

The questions from this meeting and those received via email are listed below.

1. If the use of sub-consultants and subcontractors is proposed, are bidders required to include sub-consultant / subcontractor past performance information and/or references in their proposal?

Yes, we would like this information to be included in the proposal.

2. Does Takoma Park have its own zoning authority?

No, all zoning, land use, regulations, and review processes are through Montgomery County though the City Council has weight in the decision-making process.

3. Does Takoma Park have inclusionary zoning?

No, the City of Takoma Park only has county zoning. However, Takoma Park does have a Commercial Revitalization Overlay Zone. This allows for some flexibility in terms of parking waivers and the review process for particular properties in the commercial areas only. This overlay zone is still overseen by Montgomery County.

4. Will the adjoining districts be involved?

Yes, Montgomery County, Prince George's County, and Washington DC are invited to participate in the conversation with the City of Takoma Park and have historically been receptive.

5. Will the studies referenced in the RFP be accessible?

Yes, all information and related documents are posted on the RFP information page and updated regularly.

6. What is the anticipated level of intensity for the community process and SWOT analysis?

We would like to hear what the consultants propose in terms of these issues. Takoma Park typically has high levels of community involvement and we expect that several residents will be involved in the process.

7. What is the City's role in facilitating the community engagement process?

The City takes an active role in setting up public meetings and outreach as well as assisting with logistical work.

8. Will City staff be available for the chosen consultant?

Takoma Park employs a very small planning and housing staff so City staff will be available within our capacity. If the help of staff is necessary for the consultant's approach, we will do our best to accommodate the selected candidate.

9. Is there the potential for delays, recognizing that a comprehensive housing study is being conducted by Montgomery County?

We will talk to county and get back to you. We hope to make the information available to the selected consultant.

10. Is there flexibility with regards to the schedule provided in the RFP?

Yes, the schedule is tentative and flexible. We welcome alternate timelines if they are necessary to complete the task.