



METRO

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Addendum Two / RFP 13-2369

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Solid waste Roadmap: Public Engagement and Event Planning Services

The following question was submitted on this solicitation. In the interest of fairness, this information is being provided to all interested proposers.

Q: Are you working with any other firms on similar engagement work?

A: Metro has several current engagement activities in progress. projects include neighbor and community feedback on proposed trail systems, public comment periods on transportation projects and some smaller focus groups on diversity communications and what agency information is best provided to non-English speakers in the region. There are some similarities across all public engagement work but this project is certainly unique. Metro is not currently working with any firms on engagement work for this project.

Q: Does the scope include:

- o Budget development

A: Yes

- o Sponsor/exhibitor management? If so, do you have any idea how many of each?

A: Vendor would be responsible for sponsor/exhibitor management. Metro looks to vendor proposals and ideas to provide for the number and type of each to meet project objectives.

- o Printed program coordination or other giveaways

A: Costs associated with printing or fabrication of materials are not considered in this scope. Messages, strategies and some design costs should be provided.

- o Signage

A: Costs associated with fabrication of signs are not considered in this scope. Messages, strategies and some design costs should be provided.

- o Can you confirm that the chosen vendor will be involved in sourcing and managing these vendors (if needed): venue, hotel, caterer, a/v, security, talent, and temp staff?

A: Yes

- o Will there be volunteers staffing the events? How will they be recruited? Managed?

A: It is unlikely volunteers would be recruited for these events but rather Metro and vendor staff would be present. Positions, duties and responsibilities would be coordinated between vendor and Metro project managers.

Q: What relative level of effort does Metro desire this project to spend on broad engagement of the public at large versus more targeted engagement of key stakeholders such as Metro staff and councilors, industry representatives, and advocates?

A: The focus of this project is to identify and engage a broad group of interested citizens who want to learn more about how our region manages its garbage and what some of the possibilities are for future disposal options, and to better enable those interested citizens to give thoughtful, well-informed and constructive feedback to Metro staff and elected officials on which disposal options merit further consideration. We'll want industry representatives and advocates engaged as well, but we want to broaden the base of informed and engaged individuals on garbage management issues in the region. Identifying and targeting specific groups and audiences to engage will be very important – we are not looking to reach and engage every likely voter or every homeowner in the region.

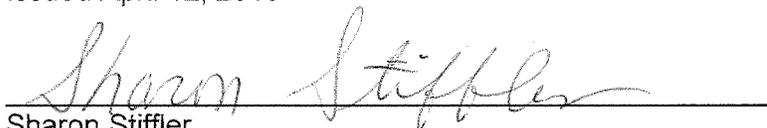
Q: Does Metro anticipate developing a formal or informal advisory, steering, or work group as part of this project?

A: Developing such an advisory committee is not anticipated as part of this project. (If, after this project ends, that becomes a useful venue for continuing the conversation among a small but diverse group of citizens and stakeholders, it's something we would be open to, but it is not a focus of this project.)

Q: What relative level of effort does Metro desire this project to spend on educating key stakeholders and the public versus obtaining public comment?

A: Both are important, but we first want to provide a broader group of citizens with an understanding of how our region's garbage is currently managed, and what the future options are and the potential benefits and drawbacks of those options, in order to provide those citizens with information that they can consider and weigh with their values in giving Metro feedback on what to pursue. Later (after this project ends), when we get closer to decisions about long-term disposal options, we'll want to have a large base of citizens we can easily contact and keep engaged and invite to give direct feedback into pending decisions.

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