



**Questions from Potential Vendors
with Answers Provided by
Richland County, Wisconsin**

Comprehensive Plan Update

Rules & Strategic Planning Committee

Answers Issued: February 2, 2023

For the RFP, please refer to: <https://www.co.richland.wi.us/pdfs/bids/RFP%20Comp%20Plan%2010523.pdf>

Questions submitted by potential vendors are shown in black. Answers from Richland County are shown in red.

1. Please provide more guidance on the "outside community groups" noted in *Engaging the Community* section of the RFP. We have a variety of tools and processes for public engagement but they are most effective when we know the quantity of attendees or groups involved. We have not yet determined outside community groups to engage as part of the plan. We hope to do this in partnership with the selected vendor, and we foresee this information being included in the written participation plan. In your proposal you may describe the types of tools and processes you would like to use along with their approximate quantity. The types and quantities may be altered during negotiations. Please refer to the public participation plan section (1.5) of the [existing 2006 comprehensive plan](#) for past engagement, although we do not anticipate engagement being that extensive for the update.
2. How does the county want to engage townships? This is a unique relationship due to tension created by semi-independent townships reliant on county services. General guidance on what the county wants or needs from townships will be helpful in developing the proposal. Townships are a potential stakeholder group but we do not foresee the selected vendor meeting individually with a representative/s from each town board. The towns have a quarterly meeting in Richland County. We foresee the possibility of a member of the Rules & Strategic Planning Committee and a representative of the vendor going to a quarterly meeting to update them about the comprehensive planning process and gather their feedback at that meeting.
3. In addition to the general guidance in bullet #2, specific guidance is needed regarding land use and townships. Section 66.1001(2)(h) of WI Statutes requires a future land use map that will be used to guide future development in the county and part (3)(j) of the statutes require future zoning decisions to be consistent with this map. Statutes give the county authority to develop this map, however in southwestern Wisconsin the culture is often deferential to township decisions. Please provide guidance on how the county would like townships engaged around future land use decisions. We anticipate future land use will be an issue that arises during the community engagement process. The focus for the vendor should be describing the existing shared decision-making process regarding future land use, with an eye toward including higher level goals and strategies around this process over the 10 to 20 years planning horizon. We do not anticipate engaging with each of the 16 towns to create individual future land use maps on a parcel-by-parcel basis.
4. Will the county entertain a later completion date than the one proposed in the RFP? No, we would like the plan to be completed within a 12-month period before the next County Board is selected in the April 2024 election.
5. Has the County performed a public opinion survey of amenities or services for County residents since the last comprehensive plan update? We are not aware of any such public opinion survey. If so, may we please have a link or emailed copy?

6. For electronic delivery of proposal, is usb drive or emailed link preferred? **Either option is acceptable, as well as Dropbox.**
7. When will answers to these questions be posted online? **Per the timeline in the RFP, these will be posted online on February 2nd.**
8. What is your budget or budget limit for the project? **Per the budget section in the RFP, the County has not set a budget for this project.**
9. Who will be the project coordinator and point of contact during the project for the County? **This project will be jointly coordinated by the County Administrator and Chair of the Rules & Strategic Planning Committee. Regarding administrative matters, such as invoicing and working with County staff to gather information, the County Administrator will be the direct point of contact. Regarding committee feedback, the chair of the Rules & Strategic Planning Committee will be the direct point of contact. Will that person have the capacity to coordinate and consolidate committee feedback on draft materials? **Draft materials will need to be submitted to the chair of the committee with enough lead time for committee review before each monthly meeting. The chair will coordinate the collection of feedback and facilitate the committee decision-making process, ensuring the vendor has a clear sense of direction from the committee. The committee typically takes collective action during meetings to approve materials as presented or with amendments. When there is conflicting committee feedback, these conflicts will be resolved using parliamentary procedure.****
10. Is the Committee willing and able to participate in virtual/online working meetings via Teams/Zoom or similar? **Yes, our preferred virtual platform is WebEx.**
11. Does the scope include updating the Comp. Plans for each of the Villages and Towns referenced in the RFP? **No.**