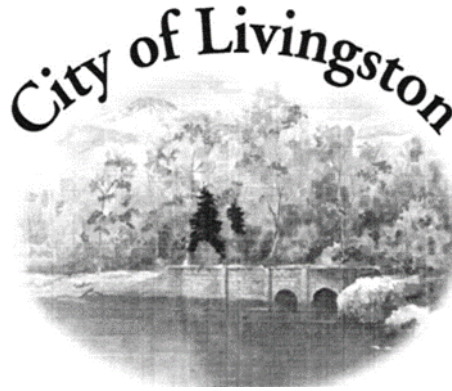


**City Manager**  
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**Chairperson**  
Melissa Nootz

**Vice Chair**  
Karrie Kahle

**Commissioners**  
Mel Friedman  
Quentin Schwarz  
Torrey Lyons

**Date:** April 28, 2023  
**RE:** Downtown Master Plan RFP 20015 - *ADDENDUM*

**Please see responses below to questions submitted for RFP 20015:**

- **Downtown Plan Budget** - \$85,000
- **Downtown Plan Funding Sources** – Montana Main Street Program Grant, Local Organization Grant
- **Urban Renewal Agency (URA) District Founding and Sunset Dates** – The Livingston URA was first established in 2004 and is currently bonded through 2034.
- **Previous Downtown Plans** - This Downtown Master Plan will be the first comprehensive downtown area plan of its kind for Livingston. The City last undertook a planning effort focused on the downtown area more than two decades ago that is not considered relevant to, and should not be used to inform, current planning efforts.
- **Proposal Submission Format (Identification of Proposals)** - Proposals should be typed using a standard 12-point font, double-spaced on 8 ½” x 11” page size. Charts and schedules may be included in 11”x17” format. Proposals should not include any unnecessarily elaborate or promotional materials. Proposals should not exceed twenty-five (25) pages in length, excluding appendices. Hardcopy submittals will not be accepted; submittals in electronic format ONLY are required.
- **Proposal Content - Work Samples** - Provide three (3) examples of downtown plans or similar focused area plans recently completed by the lead firm that were adopted by the relevant local government entity/ entities. Examples of adopted plans may be listed as webpage links as an appendix or plans may be compiled as an appendix.
- **Roles of City Staff, Advisory Boards and the City Commission in the Downtown Master Planning Process** - The Planning Director will be responsible for managing the consultant and overseeing the planning process for the City. Staff anticipates the Planning Board will be involved in draft review of the Plan later in the process. The City Commission is responsible for final plan adoption. Other advisory roles will be determined by City Staff once a consultant is selected.

- **Wayfinding Plan Budget**- The City does not have an anticipated budget specifically allocated for a Wayfinding Plan. The City may consider development of a Wayfinding Plan after the Downtown Master Plan is adopted, to be included as a supporting appendix to the adopted Downtown Master Plan, as part of the final deliverable for this project.
- **Additional Scope of Work – Housing and Parking Study (Item 7)** – Dependent on funding, a combined Housing and Parking Study is requested that identifies vacant/ underutilized housing units in the project area, particularly abandoned upper floor units above ground floor commercial spaces. Parking must be evaluated for existing needs and availability as well as for future needs based on the results of the housing study to ensure there will be adequate parking for additional future residential units and commercial uses in the project area. This combined Housing and Parking Study is intended to be a more detailed analysis of current downtown conditions than previous parking and space utilization studies completed for the project area.
- **Evaluation Criteria – Qualifications of the Firm and Personnel – Historic Preservation Specialist** – Although the Downtown Master Planning Area encompasses the boundaries of the City’s Downtown Historic District, the selected consultant team is not required to include a Historic Preservation Specialist. Members of the City’s Historic Preservation Commission could provide historic preservation support if needed.
- **Parking Study Resources** – The city does not have a current downtown parking inventory available for on or off-street parking.

**NOTE: THE DEADLINE TO SUBMIT PROPOSALS IS UNCHANGED.** Proposals must be received at Livingston City Hall (located at 220 E. Park Street, Livingston, MT 59047) at or before 2:00 pm May 11, 2023.