



Orange County  
Financial Services Department  
**ADDENDUM #2**  
**February 20, 2017**

RFP 5227
<b>Economic Development Site Related SWOT Analysis</b>

To all Vendors:

Modifications to bid documents for the above-named Request for Proposal are made as follows and shall be included in the proposed amount.

Questions received with County's responses are on page 2  
A background of Economic Development efforts is also included

All other terms and conditions shall remain the same

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**Acknowledgement of receipt of this addendum shall be included with your submittal**

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

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Telephones: Area Code 919-245-2651 Fax: 919-636-4913

**1. Part 1: How much of the inventories already exist and how much would we need to be created from scratch?** Staff will provide the selected consultant with background information that will assist in the analysis, but the consultant will be responsible for gathering additional information, completing the analysis, and providing independent recommendations.

**Is there an specific number of meetings planned, and will the meetings require us to be present in person or via conference call?** It is anticipated there will be at least four formal meetings that will take place over the course of the project. One initial meeting with key Orange County staff before the SWOT analysis is preformed, and the three additional meetings outlined in D. 3. of the RFP. While in-person presentations would be preferred for all, it is possible that some form of video/conference call could be utilized for the staff only meetings.

**2. Part 2: Are the future land-uses included in the comprehensive plan for the County or are we able to recommend alternative uses?** The results of the SWOT analysis and any recommendations made will be shared with the Orange County Economic Development Advisory Board and the Orange County Board of County Commissioners for their consideration.

**3. Part 3: Would we be required to attend public meetings and if so, will we be leading the meeting(s) or providing support to staff?** The consultant will be required to present their findings to both the Orange County Economic Development Advisory Board and the Orange County Board of County Commissioners as described in the RFP. This presentation will likely occur in a special work session or during a regularly scheduled meeting, both which are considered public meetings.

**4. Part 4: Will there be meetings associated with the final deliverable? If so, will any of those meetings be public meetings?** The final deliverable will be a result of the meetings outlined above. While an informal meeting may take place between the consultant and staff to close out the project, it is not anticipated that any additional public meetings will be required for this step.