



December 21, 2021

City of Winters Downtown Vision and Policy Plan RFP Addendum

On November 24, 2021, the City of Winters posted a Request for Proposals (RFP) relating to the City of Winters Downtown Vision and Policy Plan. As outlined in the RFP, any questions relating to the City’s Downtown Vision and Policy Plan were due by December 17, 2021. Two consulting firms submitted questions by the deadline, and staff’s responses to those questions are included in the “Question and Response” section of this Addendum.

Lastly, the City of Winters Downtown Vision and Policy Plan Request for Proposals were initially required to be submitted by January 3, 2022. However, the City of Winters is extending the submittal deadline one week from January 3, 2022 to **January 10, 2022**.

Updated Selection Schedule

Estimated Date	Time (PST)	Activity
November 24, 2021	By 5:00 PM	RFP Issued
December 17, 2021	4:00 PM	Questions regarding RFP Due to Staff
December 21, 2021	4:00 PM	Addendum Issued/Posted on Website <i>(Addendum will include any revisions to RFP and responses to questions submitted by deadline.)</i>
January 10, 2022	5:00 PM	<u>Submittal Due To:</u> Kirk Skierski, Senior Planner City of Winters 318 First St. Winters, CA 95694
January 12-21, 2022	1 – 5:00 PM	<u>Finalist Interviews:</u> With the Selection Committee
February 15, 2022	6:30 p.m.	<i>Tentative</i> Schedule for Council Selection

Question and Response

Q: Would you consider an extension of the submittal deadline to accommodate holiday impacts on staffing, and to provide additional time between the addendum issued on 12/21 and the submittal deadline?

A: *Yes, the City of Winters will be extending the submittal deadline from January 3, 2022 to January 10, 2022.*

Q: A 6-page limit is given for the combined Statement of Qualifications and Proposal. Can bill rates or any other items listed be incorporated into the attachment? Would you consider any increase in the page limit so we can ensure we provide you with what you need?

A: *The 6-page limit for Statement of Qualifications and Proposal is exclusive of resumes, bill rates, and schedule.*

Q: Can you provide information about existing wayfinding and sign programs in Downtown, as well as the existing Downtown Core Area outdoor dining program?

A: *The City does not have an existing wayfinding sign program/ordinance. With that being said, there are wayfinding signs in the Downtown area, and the City is interested in exploring what type of signage/wayfinding signs that downtown businesses would like to see in the downtown area – is there additional areas appropriate for wayfinding signage; where would those locations be; wayfinding signage materials/design; etc. One of the primary goals of the wayfinding signage objective is how the City can capture vehicle traffic from Grant Avenue (SR 128) and encourage trips into the downtown area. There was discussion about a prominent entry feature or signage at the intersection of Grant Ave. and Railroad Ave to create a visual aesthetic that would encourage additional trips into the downtown rather than continuing along Grant Ave. The wayfinding/sign objective is a smaller component (“low-hanging fruit”) of the City’s Downtown Vision and Policy Plan, and the City would prefer the Plan to focus/provide in-depth analysis of the remaining objectives (e.g. Outdoor Dining Program; parking impacts; alley activation; and trash management plan). The wayfinding/sign objective should focus on the components outlined above: 1). Preferred signage by downtown businesses; and 2). Opportunities for a prominent entry feature/sign at the intersection of Grant/Railroad.*

The City’s Outdoor Dining Program is currently a temporary program that resulted from Covid to assist downtown businesses. Currently, the City has nine pergolas within the right-of-way, and is interested in exploring a permanent Outdoor Dining Program, but would like to understand the implications of converting public parking spaces into outdoor dining areas. How can the City

balance parking needs while creating a vibrant downtown area encouraging residents and tourists to visit and stay in the downtown area? In addition, should the City expand outdoor dining areas, and if so, what locations would be appropriate; should the City consider a funding mechanism associated with the placement of outdoor dining areas to create a “downtown parking fund” that the City could use to construction additional parking spaces/areas in the downtown? The City’s residents and downtown businesses have expressed concerns relating to parking in the downtown in that there is insufficient parking and/or available parking is not conveniently located. The Downtown Vision and Policy Plan is intended to assist the City in developing a permanent Outdoor Dining Program by understanding the benefits and downfalls of converting public parking to outdoor dining areas, policies recommendations to regulate outdoor dining areas, and fiscal impacts that should be considered when developing an Outdoor Dining Program.

Q: What level of design/traffic engineering will be required within the alleys and right-of-way?

A: The City is looking for a high-level conceptual design and analysis as it pertains to the alleys and right-of-way. We don’t necessarily want detailed traffic/circulation engineering to be completed but rather a conceptual analysis to assist with a community discussion on how the City should reconsider or revision the downtown area. The RFP includes the following objectives and scope of work:

- Evaluate the use of alleys, including parking, adjacent outdoor retail use and opportunities, dumpster, and trash receptable locations, etc. and propose solutions that would increase the utilization of this resource*
- Document the existing alley configurations, alley parking and other alley uses*
- Review and create graphics describing the configuration of the existing downtown public right-of way (sidewalks, street, and alleys, etc.) in the Downtown Core Area*

The intention is to provide a conceptual graphic and analysis of the existing configuration of ROWs including sidewalks, roadway, alleys, etc. that shows their dimensions/configurations (e.g. Main Street: 8’ sidewalks, 30’ roadway including shared bike lanes; Newt’s Expressway: 20’ travel way, 3’ sidewalk on the northside, 10’ undeveloped private property on the southside – please note the provided dimensions are not accurate and only intended to provide an example) in order to help the City “revision” the downtown area. The graphics and analysis does not necessarily need to cover the entire downtown area but rather opportunity areas that the City should focus on. Essentially, we would like to understand how to facilitate utilization of the ROWs and adjacent private property given the existing configurations – potentially create additional retail

spaces in the alleyways, areas to add additional parking spaces, analysis of the existing vehicle circulation of the downtown streets and alleyways including considerations in making some travel ways (likely to be focused on alleyways) one-direction vehicle circulation to avoid ped-vehicle conflicts, especially if the spaces in the alleyways are used for additional retail space. In addition, the City would like analysis of these existing configurations to include potential minor work to the ROW that the City could complete in order to facilitate additional uses in and/or adjacent to the ROW. For example, are there areas in the downtown that the sidewalk could be reduced from 8' to 6' - 4' that would allow for the installation of additional outdoor dining areas in the ROW or areas that sidewalks should be widened due to pedestrian traffic/slowing down vehicle speeds – something to that effect.