



Request for Proposal (RFP)
for
Building Together –
Accessory Dwelling Unit (ADU) Toolkit
Project No: PLAN-2026-01
Addendum 1
Date: March 27, 2026

This Addendum shall become part of the RFP. The following are responses to questions raised by consultants in response to the RFP issued on March 9, 2026.

Questions and Responses:

1. Confirm whether the Town of Superior will provide content related to Accessory Dwelling Units (ADUs) for inclusion in the StoryMap, or if content development is expected as part of the Consultant's scope.
In terms of the words on the page, Staff will provide the content. The consultant's role is to use ArcGIS StoryMap (or similar platform) visualize that content to help homeowners construct or convert an ADU.

2. Clarify expectations for meeting format and frequency, including whether meetings are anticipated to be in person, virtual, or a combination of both throughout the project.
Virtual meetings will be held weekly with staff. In the meetings, consultants will demonstrate progress, receive feedback, and the project team will discuss issues and next steps. The duration of the meetings will be no longer than an hour.

3. Identify whether the StoryMap will be developed within the Town of Superior's ArcGIS Online (AGOL) environment, and whether the Consultant will be granted appropriate access for development and configuration.
Yes, that's correct. The StoryMap (or equivalent) will be developed within the Town of Superior's ArcGIS Online (AGOL) environment, and whether the Consultant will be granted appropriate access for development and configuration.

4. Describe any available branding or style guide materials (e.g., colors, fonts, graphics, messaging) that should be incorporated into the StoryMap.
Town logos, colors, etc. will be provided to the successful candidate

5. Define the anticipated review and feedback process for draft StoryMap deliverables, including expected review timelines and whether weekly meetings are intended to serve as formal review checkpoints.

Weekly meetings are intended to be collaborative review of work in progress. In the meetings, consultants will demonstrate progress, receive feedback, and the project team will discuss issues and next steps. The duration of the meetings will be no longer than an hour.

6. Define the expected level of detail and volume of content to be included in the ADU Toolkit (e.g., number of sections, depth of regulatory guidance, level of financial/planning detail).

The StoryMap (or equivalent) should be designed to be flexible. Content may vary over time. Staff would anticipate content volume to be similar to other ADU toolkits found online.

7. Clarify whether the Town will provide Spanish translations of content or if translation services are expected to be included in the Consultant's scope.

The Town will not provide Spanish translations. Translation is included in the project's Scope.

8. Confirm long-term ownership and maintenance expectations for the StoryMap, including whether the Town will manage updates post-delivery or expects ongoing Consultant support?

The Town would like the StoryMap to be easily managed and maintained by Town Staff.

Thank you for your continued interest in this project. Submittals are due April 9, 2026 at 10:00 a.m.

Town of Superior