



THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

May 8, 2024

ADDENDUM #1
for the Citywide Historic Resource Survey RFP: Bid# 6534-2024

FROM: Heather Olson
Historic Preservation/Planner, Planning and Neighborhood Resources

RE: City of Erie Citywide Historic Resources Survey (CHRS)

This addendum includes both questions/answers for recent questions asked from interested consultants/firms. These Q/A are provided for clarification purposes. Please refer to the published CHRS for project proposal information and specific information.

If other questions/clarifications are asked between now and May 14 a second Addendum will be issued, as needed. Questions asked after 5/14 may not provide sufficient time for city staff to publish a subsequent addendum pertinent to the RFP. It is highly encouraged for questions/clarifications to be sent as soon as possible and prior to 5/14/24.

Submissions for the CHRS are due, per the RFP, by 3pm on 5/23/24. The RFP for the CHRS can be found on the city's website at:

If you have any questions, please reach out to me at holson@erie.pa.us

Public Engagement/Communications

1. Can the public engagement strategy utilize or build upon data or information from the public or stakeholder engagement sessions conducted as part of the newly-adopted Erie Historic Preservation Plan?

Anything that was completed within the Historic Preservation Plan (HPP) document may be used-such that credit is provided to the firm/entity which completed the work. The HPP plan was completed by The Lakota Group for/with The City of Erie. One can build off of the engagement from the HPP but the survey engagement is a separate and necessary piece pertinent to the citywide historic resource survey. They serve different purposes and public engagement is for separate purposes between the goals of the HPP and those of the Citywide Historic Resource Survey (CHRS). The public engagement component of the CHRS will allow the City of Erie Historic Preservation program to build momentum, which is one of the implementation priorities as found in the HPP.

2. What wasn't done as part of that effort that are or might be important to do here?

The HPP public engagement goals were related to launching and articulating a citywide HPP. The CHRS goals are related but not foundational in their scope. It is important that the CHRS has a community engagement component, whether in person or hosted online or a hybrid of the two. Community engagement will inform the process, collect necessary community input on historic resources, and educate the public on what will be done during the CHRS process as well as after its completion. It is anticipated that the consultant would work with the city Historic Preservation Planner to-and to engage each (different) planning area/neighborhood within. **All 17 Planning Areas are explained in Q/A #19, below.**

3. There is mention of "the public engagement sessions" on page 6 but no details regarding them. Does the City have a preference regarding the format (in-person, virtual, or a combination) for these sessions, and is there a minimum number they'd like to hold?

The city would like the consultants to use their best professional judgement and creative efforts in forecasting opportunities for the (**planning areas** and their associated) public engagement sessions. Page 6 section 4.1 of the RFP explains this. We would recommend your proposals include a section regarding best practice engagement strategies for this type of project. Reference page 17 of the HPP, Chapter 5 of the HPP, page 143-146, 168, as well as bibliography of HPP for further information on the role that the community plays in historic preservation.

4. Who is hosting the website? How long does it need to be viable?

Survey data is compiled within PA Share w/ the state requirements per pages 7-9 of the RPF. The project website to be set up for the CHRS shall be designed and managed by the consultant with updates/input by/from the city's Historic Preservation Planner. It seems appropriate that the website should be active during all portions of the phases of the project (beginning to end) and additionally for some months after the close of project-perhaps with the understanding that updates will not be made after a set date/close of contract/last invoice sent. That is what we typically see from past projects/consultant's webpage design and webhosting components.

5. Could a simple SharePoint form linked on the City's website serve as the crowdsourcing application?

A SharePoint or similar software could certainly be utilized for some of the scope/work needed to fulfil the public engagement and communications strategy (Phase I).

6. Is the City expecting the consultant to develop the promotional strategy only, or to also assist in that promotion?

It is anticipated that the consultant would develop the promotional strategy in conjunction with the city's Historic Preservation Planner and/or related staff.

7. Would the City take the lead in securing meeting venues, producing and sending invitations and other marketing materials (as appropriate), and getting the word out in general?

The city could work with securing meeting venues, posting events, sites, dates, et cet., to the city website and similar components central to Phase I. The city could correspond with select groups to notify the public of upcoming events. The city would not likely be hand mailing invitations or related hard-copy materials for this purpose; however, could provide assistance to the consultant for sending digital correspondence, notices, invites as needed. It should be noted that the city has (1) one fulltime staff for all aspects of Historic Preservation Planning.

8. What requirements are envisioned/in place for in person meetings, in particular during the community engagement period?

Please see the answer to #3-4 above. We envision that this could be flexible in nature and welcome consultant's creative responses and work plans to meet these needs.

Research/Developmental History

9. Seven neighborhoods are mentioned in connection with Phase II-A and another seven to nine with Phase II-B. Does the city have a map more formally delineating neighborhood boundaries than the one included in the RFP?

The map on page 5 of the HPP is a map of anticipated priority survey areas. Pages 6-7 of the 2016 'Erie Refocused' Plan may help you visualize how some neighborhoods were conjoined with others within a priority boundary zone for the survey (and phases). And as such certain neighborhood names were left off or truncated in the conjoining of them as an anticipated boundary/by phase. Figure 5.1 as enlisted within the RFP is more clearly articulated on page 121 of the Historic Preservation Plan (HPP). For instance: neighborhoods or more formally, planning districts of "downtown", "east bayfront", and "west bayfront" were conjoined to formulate most or all of the Phase 1 survey boundary as shown on page 121 of HPP. Q/A #19 explains this in more depth.

Survey Methodology

10. For the 'Land Use and Building Condition' portion of the survey, how will use and condition be defined and determined? Does the City have condition ratings or use categories that would need to be integrated here?

The city currently does not have an updated land use map. We request the consultants' technical input to help fill this void of information. The City of Erie Comprehensive Plan (2016) provides much information pertinent to this need. Please refer to page 88 of the City of Erie Comprehensive Plan for an understanding of the existing land use map. <https://www.eriieddc.org/wp-content/uploads/2019/04/Erie-Refocused-Plan-2016-2017.pdf> . Page 104 provides an overview of Historic Cultural Resources, as collected in 2016.

Re: page 88 information, the planning department is uncertain as to the formal steps and process for compiling the existing land use map data; Thus, as a part of the CHRS the hired consultants would be recording and updating both property condition (on a rating scale of 1-5 with details provided to the awarded/hired consultant group at project kickoff or shortly thereafter) & land use utilizing a form housed in a separate Survey123 form (digital likely) designed by/managed by city staff.

City Staff will be monitoring the City of Erie Land use & Property Condition information weekly, via Survey123 GUI/or Connect to provide quality control of all areas and can update the consultants should anything be missed/missing.

Information collected for the “*Land Use and Building Condition*” portion of the survey is for the City’s Planning Department and historic preservation program use; And, a separate task apart from that survey data needed for PA SHPO/PA-SHARE and Survey123 data-which is collected specifically for the citywide historic resources of the city. It made both economical and functional sense to incorporate this step as a city-generated need which will be met within the CHRS overall.

11. Given the project budget and goals, would the City entertain a survey methodology focused on gaps from the prior surveys in lieu of a parcel-by-parcel citywide survey?

Please refer to page 7-9 of the RFP for specific requirements which are set due to our funding sources. Also, revisit sections 1-2, including 4 main goals on page 2 to more fully understand project and survey needs. Data is to be collected very specifically, per the above. While it may make sense to focus only on gap areas, a full picture of the city as it currently stands is necessary.

12. Page 3 notes that the previous survey efforts did not address bridges, structures, objects, or “known archaeological sites.” Can you provide clarification on whether or not these resources are expected to be examined for this survey effort?

Please refer to page 3 of the RFP. This is a survey from the ground up and with above ground data-with surface level and higher data to be recorded/considered. Subgrade data or information is not a portion of this survey.

13. Are there additional data fields in PA-SHARE required for properties receiving a written statement of significance (Page 8)?

Other than the “Recorder Recommendation” field specifically called out on page 8 there should be no additional fields requested beyond the minimum record and the statement of significance.

Mapping/Data

14. Will PASHPO prepopulate PASHARE Surveyor with existing resource data? If validating prior survey work this will be important. What prior survey data needs to be verified?

Map locations, resource numbers, and all one-to-one fields will be brought into Surveyor for all existing resources within the survey area(s). The data that is brought into Surveyor is the data that currently exists in PA-SHARE. If there are points at which the existing PA-SHARE dataset deviates from reality (for example, if there is a mistake in the existing dataset) the survey team is responsible for correcting that discrepancy via the resource record in Surveyor. *For example: if an existing resource has the address 123 Main Street in the PA-SHARE dataset, but fieldwork reveals that the address for the building is 127 Main Street, then the survey team will need to edit the record in Surveyor Manager such that it properly reads 127 Main Street and correct the discrepancy.*

The data that exists in PA-SHARE is accurate to the best knowledge of the PA SHPO based on the level of professional trust that we need to have for what external submitters have submitted in the past. It is anticipated that the fieldwork team may encounter mistakes made by previous submitters of data to the PA SHPO and inputted data set(s). The state contact for the PA-Share and Surveyor sets explained that it has been seen, in other parts of Pennsylvania, that mistakes have been made from prior survey or field data collection efforts. It is hoped that these mistakes would be few and far between but could be a portion of what occurs and needs to be corrected by the consultant, per the state’s information to me.

15. Is it anticipated that geospatial data of the 31,471 properties surveyed in 2013-15 will be prepopulated into PASHARE Surveyor for the selected consultant? Is there other data not currently uploaded to PA-SHARE (ex. City data) that will be provided to the consultant in a format consistent with PASHARE Surveyor requirements?

The county of Erie GIS department would be the originating source of any/all shapefiles or geospatial data(bases). The city staff would help the hired consultant in discussion, request for, and sharing of this information, as needed. The City GIS staff could also assist and act as intermediary for information and data request. We would anticipate that the county and state surveyor staff members would work together to assist the city in having the needed information, correct and ready for the consult, in order for the survey to commence. Further details for this can be provided at the kick off meeting and city staff will work with the consultant, county, and state SHPO for coordination on this.

16. Will any other geospatial deliverable be required outside of data entered into Survey Manager?

Deliverable number 11 on page 11 reads: Detailed Maps must identify the location of all surveyed resources with their site numbers. The city will provide GIS base layers for this project, as needed. A shapefile with the resource numbers in the attribute table will be downloadable from the PA-SHARE search page and that could be used to make static copies of labelled maps, if that is what is being asked. PA-SHPO does not request any spatial information/deliverables other than what comes through Surveyor Manager.

Other

17. If our firm submits a proposal that changes the timeline for the completion of Phase II-A, would that work out with any potential grant deadlines you may have, or is Sept. 30, 2024 a hard deadline for that phase?

Phase II-A work is partially funded through an earned Keystone Grant. The deadline for that grant currently stands at September 30, 2024. It should be noted that the Phase I work is funded through a Certified Local Government grant (CLG) and that deadline is a hard deadline of September 30, 2024. While one might not count on an extension request on Phase II-A it is a conversation that one could have with the state body awarding such monies. On rare occasion it has been observed/experienced that Keystone Grants were extended; However, our recommendation would be to not necessarily depend or count upon that.

Also note that Phase I and II-A may occur simultaneously, per the RFP language.

The city will help out as best as possible for these efforts and deadlines and we understand what is being asked of the deadlines as they stand, and as are set based upon grant monies received to achieve these efforts.

18. Clarification of Deliverables for Phase II-A only

So starting at the bottom of page 6 the components of Phase II A are explained. Phase II is divided into an "A" and a "B" portion based on funding sources and associated deadlines with those funding sources. As such A phase components must happen by 9/30/24 (unless otherwise extended by the state/our main Keystone funding source). You will notice that tasks such as 4.2, 4.3, and so on are required for both phases II-A and II-B. Pages 6-10 go through the deliverables "by phase". If you look at the map on page 5, you'll see that neighborhoods 1-6 are shown by changes in coded color. Phase IIA includes 1-3; IIB includes neighborhoods of the city 4-6. Phase IIA (due 9/30/24) and IIB (due the following September-2025) have the same components overall, however. And those are listed out on pages 7-10.

19. Clarification on Planning Areas versus Neighborhoods of the city of Erie

The City of Erie has (17) seventeen Planning Areas. This is articulated on pages 6-7 of the Comprehensive Plan as well as on page 16 of the same document. To clarify the RFP needs: the city is basing the work for the CHRS off of Priority Survey Phases or Areas as articulated in the recently completed city-adopted City of Erie Historic Preservation Plan (HPP) document (p 121).

The HPP (published March 26, 2024) contains the map, Figure 5.1 which outlines “Citywide Historic and Architectural Resources Survey: Priority Survey Phases”. This map is the same information/same map included within the RFP on page 5. Survey Phases 1-6 are retained from the HPP. However, Certain Planning Areas, such as Bayfront, 12th Street Corridor, and Pulaski Lighthouse were included within and/or divided among the six priority survey areas. Clarification is below for Phase II-A and II-B for those 3 areas.

Phase II-A shall include survey phase priority numbers 1-3 from Figure 5.1. These include: Downtown, East Bayfront, West Bayfront, Trinity Park, Little Italy, Arbor Heights, and Green Garden.

Phase II-A shall include this planning area in full:

Bayfront (mainly commercial/industrial) will be a part of Survey Phase I

Phases II-A & II-B shall include these planning areas in full (see descriptions for each):

12th Street Corridor Planning Area (mainly commercial/industrial) shows as being bisected/divided somewhere between Survey Priority area 1 and 2 on the Figure 5.1 map/diagram from HPP.

Pulaski Lighthouse Planning Area (mainly residential and community service) shows as being bisected/divided between Phase 1 and 6 on the Figure 5.1 map/diagram. It appears that most if not all of Pulaski Lighthouse Planning Area falls within survey priority area 1-with some portions within priority survey area 6.

All three planning areas above in bold are official Planning Areas as deemed by the City and a part of the (combined planning areas) Priority Survey Phases map (Figure 5.1). They should be considered and surveyed the same. The project boundary is the boundary of the City of Erie.

Phase II-B shall include survey phase priority numbers 4-6 from Figure 5.1. These include: Frontier Park, Glenwood, Academy-Marvintown, Mercyhurst, East Grandview, Lakeside, Fairmount-McClelland.

*****It may help consultants to overlay the two maps, p 6-7 of the Comprehensive Plan next to page 121 of the Historic Preservation Plan, to better visualize what is described above in answer #19*****

Erie Refocused: City of Erie, PA Comprehensive Plan and Community Decision-Making Guide
<https://www.eriieddc.org/wp-content/uploads/2019/04/Erie-Refocused-Plan-2016-2017.pdf>

City of Erie Historic Preservation Plan
<https://cityof.erie.pa.us/wp-content/uploads/2024/04/City-of-Erie-Citywide-Historic-Resource-Survey-for-publish-24-4-16.pdf>