



THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

May 14, 2024

ADDENDUM #2
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.

The RFP for the CHRS can be found on the city's website at:

<https://cityof.erie.pa.us/2024/05/08/citywide-historic-resource-survey-bid-6534-2024/>

CHRS RFP dated 4-16-24

https://cityof.erie.pa.us/wp-content/uploads/2024/04/City-of-Erie-Citywide-Historic-Resource-Survey_for-publish_24_4-16.pdf

Addendum #1 dated 5-8-24

https://cityof.erie.pa.us/wp-content/uploads/2024/05/Addendum-1_City-of-Erie-CHRS_24_5-8-FOR-PUBLISH.pdf

Note: To provide interested firms sufficient time to apply and gather resources, no further RFP addendums will be published after Addendum # 2 dated 5/14/24.

Thank you for your inquiries & your interest. We look forward to receiving proposals on or by May 23, 2024. If you have any questions, please reach out to me at holson@erie.pa.us

1) Looking for clarification on the following: "The chosen consultant will include a single firm that has proven and necessary experience and knowledge to achieve the scope of work described in this RFP." Just to confirm, are you prohibiting the hiring of subconsultants, or just indicating that there must be a single firm that the project (and subsequent billing, etc) is run through?

To clarify: Subconsultants are acceptable for this project (as a part of the consultant team)-such that there is a lead (or as stated "single firm") applying which includes for instance a principal or project manager, et cet.

Section 7, number 5 articulates on page 11 of the RFP and reads: *'if the consultant plans to use subcontractors, explain their roles in carrying out the project'*. Additionally, number 3 in section 7 asks consultants to provide detail for which staff member (of the total team) will be assigned and their general responsibilities and capacities. We encourage firms to articulate ways in which the subconsultants will contribute to the project's short and long-term success.

2) Building Condition List/Reporting

- Can you provide the building conditions survey that the city created?
- Just to confirm, you want this data (land use and condition) for:
 - all properties, or
 - just for properties at risk, or
 - previously identified?

The building conditions survey will be available in time for the consultant teams to complete field work. The building conditions survey would be created in-house at the city and would utilize survey123. This data would be straightforward and likely include 3-5 data fields within Survey123 app. Note: this would not be an in-depth or complicated process. It made sense to the city to couple this with the CHRS as the consultant team would be going to each of the properties anyhow-which is why this is being asked during this project. All city properties would need to be surveyed for both Building Condition and Land Use. **It makes sense to cluster this request with a team in the field documenting the same sites for the PA-Share above-ground survey based data in Survey123.**

3) Do you have an example website you are envisioning for this project? To get a sense of scope, would the following be considered unacceptable, minimally acceptable, or acceptable:

- A google form that allows community members to enter information about their neighborhood that they feel is appropriate
- A mapping tool that allows individuals to plot what they feel is their neighborhood boundary and historic properties
- A QR code that accesses the above
- A simple website that shows the findings after the data has been collected.

Those would/could potentially all be options...and may be a combo thereof. The planning department is open to hear consultant's ideas and past project portfolios or examples with similar parameters. Interested teams might look to what is currently/or what was provided for planning and historic planning projects for the city.

4) Just to confirm, you are not expecting the consultant to enter Survey123 information in the field, but will allow consultants to download necessary information to complete the survey offline, and then subsequently upload to PA-SHARE afterwards?

As long as the survey123 app is used in person in the field and the information is uploaded into PA-Share-that is the process the state asks us/the consultant to follow. The project is heavy on field work as well as its' data entry/submission into the PA-SHPO/SHARE format. Field presence is necessary as current photos of the property must be submitted, et cet. Upload of information may be at the end of each day or week-whatever timeline makes the most sense after the kick off meeting and PA-Share state meeting-Phase I, Item 4 on page 10 of the RFP.

5) A question on marketing: is any of the marketing of the project to be completed by the City, or Preservation Erie, or is all the marketing to be completed by the consultant? "Marketing" including:

- **Participation in and/or leading public meetings**
- **Providing interviews and soundbites for media**
- **Promoting on social media**

To clarify, the City of Erie is the client. Preservation Erie is a community entity that most recently completed something similar in magnitude to what is being asked of this CHRS. The project and its public engagement portions are to be completed by the consultant.

Anything beyond public engagement would be the city's responsibility. Our planning department staff, and specifically historic preservation planner, is here to help the consultant with any additional tasks, as needed, which pertain to social media, interview content, soundbites, et cet.

The consultant team is expected to participate and lead at all public meetings with support from city staff at all meetings. City staff will be present at all of the required public meetings as both support to the consultant and to dialogue with the public. On page 6 of the RFP the public engagement and communications strategy is outlined. And while the city has 17 planning areas (similar to neighborhoods) throughout the city-some of those planning area engagement sessions could be combined for efficiency and effectiveness. The city welcomes ideas from the consultant team for this portion of the project. It is anticipated that both in-person and online platforms or apps will need to be used to most effectively reach "the city" as a whole-especially over the course of the summer.

Re: Interviews/soundbites: the city would be happy to fill in any voids or provide information to the media in this regard.

Re: social media: this would likely be a shared effort that would start with the city's media-approving staff or communications department. This can be further discussed/articulated prior to signed contract. Planning staff is happy to work with the communications staff directly-to save time for the consultant, and help formulate items for publish/sharing, as needed.
