

**Request for Proposal to Update the Erie County Forest Management Plan
RFP # 2023-026VF**

**May 1, 2023
Addendum # 1**

Questions	Answers
1. How much will the County be involved?	County staff will be involved in every step of the process and present at all meetings.
2. Will the County identify stakeholders?	Yes, the County has identified prospective stakeholders and has begun engagement.
3. Is a physiognomic description just a stand delineation?	We want more of a description based on the varying usage of the lots. For example, reforestation vs. wildlands. There is a potential for change in use as well from what the lots original intent, with there being a multitude of ways the land can be managed.
4. Does the County have GIS data they can share?	Yes, the County has some GIS data that will be made available to the winning bidder.
5. Is this more focused on restoration versus reforestation?	Whatever term fits best to what is being done in each specific stand.
6. Should the restoration plan be separate or included in the stand-by-stand recommendations?	The restoration plan can be a stand-alone document or included with each individual stand plan.
7. Does the statement “This Scope of Work has been prepared a proposal <u>guideline</u> . It is the respondent’s responsibility to propose a scope that the CONSULTANT feels would be necessary to complete the project” apply to the entire scope or just the alternatives?	It applies to the entire scope.
8. Should the alternates be proposed separately?	Yes, the alternates should be proposed as separate prices.
9. How many copies of the fee schedule should be included?	Include only one copy of the fee schedule with in a separate sealed envelope.
10. When are the deliverables due? Is there a timeline the County is anticipating for the project?	Part of the proposal should include a proposed schedule and timeline.
11. Is there a budget?	We have an internal budget that we are not sharing at this time.

12. Does the priced proposal need to be marked confidential?	Lump sum price will be public but generally, hourly rates are confidential.
13. If we have another alternate approach or option item, could that be entertained?	No, we would not be able to accept another cost item outside of the scope of work.
14. Will you circulate the contact list?	Yes, it will be part of the addendum that will be posted on erie.gov/RFP.
15. What are the County's MWBE goals?	Firms are encouraged to meet Erie County's goals of 15% MBE and 5% WBE.
16. Is providing the estimated value of timber products required at this stage? Values fluctuate and in general, forest stands are managed based on basal area. Would timber volume suffice for the management plan update which leads to harvest recommendations for individual stands?	"This Scope of Work has been prepared a proposal <u>guideline</u> . It is the respondent's responsibility to propose a scope that the CONSULTANT feels would be necessary to complete the project." The County is open to considering alternative approaches to accomplishing the proposed scope of service, the proposer should elaborate in the proposal scope of service.
17. Please provide any additional clarification on how the hourly billable rates should be provided. Hourly rates generally include rate, overhead, and profit. Please clarify and be specific on what rate, overhead, and profit information is to be provided and in what format.	Inclusive hourly rates which includes rate, overhead, and profit as one hourly rate is sufficient. The rates should be broken out by position title aligning with the positions of the staff identified in the project team. Hours by task by position should be broken out to understand the proposed fee breakdown by task, personnel, and cost.

Pre-Proposal Meeting Attendance

Name	Company	Email Address	Phone Number
Julia Hayden	Highland Planning	julia@highland-planning.com	585-230-7439
Nancy Raca	Highland Planning	nancy@highland-planning.com	
Bob Ott	Zoar Valley Forestry	ott.ecology@gmail.com	716-220-5330
Sheila Hess	CC Environment	shess@ccenvironment.com	716-560-1768
Ben Zimmerman	CC Environment	bzimmerman@ccenvironment.com	607-731-3484
Larry Beahan	Sierra Club	larry_beahan@roadrunner.com	716-839-3112