

ADDENDUM 1 to RFP # 2025-033VF TO PROVIDE COMMUNITY AND STAKEHOLDER ENGAGEMENT SERVICES FOR THE ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

Pre-Proposal Meeting Notes and Responses to Questions Submitted

Issued May 19, 2025

Pre-proposal meeting was held on May 7, 2025 at 1:00PM via Webex.

Attending:

Sarah Gatti, Erie County Department of Environment and Planning
Tracy Skalski, Erie County Department of Environment and Planning
Art Hall, Hallmark Planning & Development
Emma Phillips, C&S Companies
Hanna Quigley, Colliers Engineering & Design
Jason Knight, Buffalo State University
Lindsay Capacio, Hummingbird Firm
Lino Bernal, Hasil Consulting
Megan Morsch, Highland Planning
Heike Jacob, Highland Planning
Wiley Little, Center for Governmental Research (CGR)

Meeting Description:

Erie County staff provided an overview of the Department of Environment and Planning (DEP) and explained the project, noting as-needed support for outreach and engagement coordination, digital and physical content development, and translation services. County staff reminded attendees that questions are due May 14, proposals are due May 28, and shortlisted firms will be interviewed on June 4.

Questions and Answers (from meeting):

Q: What is the breakdown of virtual vs. in-person activity?

A: Events are primarily in-person or hybrid.

Q: Will websites need to be created for each activity?

A: No. The Erie County website must be used.

Q: Why is DEP seeking a term agreement?

A: Erie County is engaged in significant projects and assistance with community and stakeholder outreach may be needed. Project-specific needs for required services may vary by DEP Division depending on project needs and will be decided on a case-by-case basis.

Q: Was there a previous term agreement in place?

A: No.

Q: Can a NYS Certified MWBE firm be engaged or is an Erie County Certified MWBE required?

A: An MWBE from the Erie County list of certified firms is preferred. However, Erie County will accept MWBE firms listed on the NYS Directory. Any MWBE outside of Erie County's List or the State of New York's list will not be accepted toward the MWBE requirements for this RFP's goals.

- Q:** Do you plan on hiring multiple consultants?
- A:** No, but Erie County understands the selected consultant may have other consultants as part of their team.
- Q:** Is it required for the three required references to be local or can they be from outside Erie County and/or NYS?
- A:** Local is preferred. Outside Erie County or NYS is acceptable.

Questions and Answers (from email):

- Q:** The entire proposal is to be no more than 15 pages double spaced, or 30 pages total. Does this include the additional documents such as resumes and other forms?
- A:** No, per Section 2 of the RPF, resumes and other forms are not counted toward the 15 double-sided (or 30 total) page limit. Resumes for key staff, limited to one single-sided page per person, may be submitted separately and will not be included in the total page count. Likewise, title pages, section dividers, and required schedules are excluded from the page limit.
- Q:** Will Erie County be selecting multiple firms to call upon as needed during the contract term, or is the intent to designate a single go-to consulting firm for all tasks?
- A:** The intent is to engage with a single consulting team although it is understood that the selected consultant may have subconsultants as part of their team.
- Q:** Is the County expecting the selected firm to have demonstrated capacity in all listed scopes (e.g., facilitation, translation, content design), or is there flexibility to bring in future subcontractors as needed?
- A:** All subconsultants must be included in the proposal.
- Q:** If selected, would the consultant be obligated to accept all task orders issued by the County, or is there flexibility to decline a task or refer it to another approved consultant based on availability?
- A:** It is expected that the successful consultant will accept all task orders or refer to an approved subconsultant, with permission from the County. Declination of a task order will not be accepted.
- Q:** We're interested in partnering with another firm in response to the Outreach Efforts for Department of Planning for Erie County RFP. Would it be possible to pass along a plan holder list or a list of firms that submitted questions, along with contact information?
- A:** The list of registered consultants includes Buffalo State University, C&S Companies, Center for Governmental Research, CiviSocial, Colliers Engineering & Design, Hasil Consulting, Highland Planning, Hummingbird Firm, Kulik Strategic Advisers Inc., MUD Workshop, Saira Siddiqui, and Vessel Strategy.
- Q:** Does the communications strategy deliverable include interaction with the media?
- A:** No. The selected consultant will not interact with the media.

- Q:** For what percentage of meetings is it anticipated that catering will be required?
- A:** Catering services will be determined on a case-by-case basis, but less than half would require food service/catering.
- Q:** For what percentage of meetings is it anticipated that translation and sign language interpretation services will be required?
- A:** Erie County anticipates some level of translation for the majority of digital and physical content. Sign language services will be determined on a case-by-case basis, but less than half would require sign language interpretation services.
- Q:** What is the anticipated budget for venue rental and marketing collateral?
- A:** Marketing collateral will be printed in-house. Venue rental fees are not anticipated or are expected to be minimal.
- Q:** Is it expected that the consultant will update county websites or will the consultant deliver materials to county staff to do so? If it is expected, what platform or platforms does the county use to manage their websites?
- A:** Content will be provided to Erie County to update the website. Consultants will not be responsible for updating the County website or social media accounts.
- Q:** To what extent is the consultant required to be located in Erie County proper, as opposed to a neighboring county, to meet the “Local Presence of Team” selection criterion?
- A:** Local is preferred, regional is acceptable. Erie County will not pay for or reimburse travel costs outside of Erie County.
- Q:** What is the expected division of activities, among the categories of public meetings, focus groups, webinars, and surveys?
- A:** It is expected that public meetings and/or outreach events (i.e., tabling) will be the primary activity, followed by focus groups, surveys, and webinars.