



# THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

CITY OF ERIE  
DEPARTMENT OF PLANNING AND NEIGHBORHOOD RESOURCES

REQUEST FOR PROPOSALS (RFP)

Citywide Historic Resource Survey

**Bid No. 6534-2024**

**DUE:**

**May 23, 2024**

**BY 3:00 P.M. (EST)**

**Email PDF Submission to:**

Heather Olson

Preservation Planner

City of Erie

[holson@erie.pa.us](mailto:holson@erie.pa.us)

## REQUEST FOR PROPOSALS (RFP)

The City of Erie, Pennsylvania is seeking requests for proposals from qualified consultants for the following:

### Section 1: Purpose

The City of Erie is interested in contracting with an experienced historic preservation consultant who satisfies the Secretary of the Interior's (SOI) Professional Qualification Standards <https://www.nps.gov/articles/sec-standards-prof-quals.htm> to work with the City, the Historic Review Commission, and the Pennsylvania State Historic Preservation Office (PASHPO) to conduct a citywide historic resource survey of the city in its entirety or as much as the funding will allow. The city has approximately **36,000** parcels with many of the properties in the city surveyed and documented through previous efforts. The goals of this project are as follows:

- 1) **Identify important historic and cultural resources** in the City that will assist in the development of management policies for their appropriate use, conservation, preservation and protection that are consistent with the goals of the city's recently completed Historic Preservation Plan;
- 2) **Identify historic resources and structures missing from the existing inventory**—such as properties that have reached the 50-year mark since the last survey was completed by Preservation Erie (see Appendix A);
- 3) **Identify significant cultural resources related to Erie's diverse heritage**—such as cultural, built, or land-based resources that have been traditionally overlooked, or that are of importance to underrepresented groups, such as immigrants, African Americans, women, laborers, etc.;
- 4) **Use community outreach as a way to uncover cultural heritage and history** of the city's neighborhood **and promote and educate the public on the importance of historic preservation**

The project will be financed through a series of funding sources including (2) two grants received from the Keystone Historic Preservation Grant Program from the Pennsylvania Historical & Museum Commission, (1) one grant from the Certified Local Government Program, as well as matching funds from the City of Erie's General fund.

### Section 2: Project Description and Background

The City of Erie (City) solicits responses to this Request for Proposals (RFP) in order to select a qualified consultant to produce a comprehensive historic resource survey for the City. In 2021 the City amended their zoning ordinance to include Historic Overlay

Districts and Landmarks and established a Historic Review Commission (HRC). In May 2021 the City was designated as a Certified Local Government (CLG) by the National Park Service. The City and the HRC immediately undertook the development of the City's first Historic Preservation Plan (HPP). The HPP was created and recently adopted by the City in April 2024.

A link to the HPP is provided along with the other plans noted above, within the Appendix. The city-wide survey is a main priority central to the implementation of the Historic Preservation Plan. A survey map identifying priority areas of the city is attached as a reference and to help inform any suggested modifications by consultants to the Scope of Work or timeline.

City and County agencies have undertaken various surveys of historic places over the past few decades. The most extensive work was completed by Preservation Erie. They conducted a reconnaissance-level survey that included two phases: a survey of the cities of Erie and Corry in Phase I and a survey of the remaining county in Phase II. The purpose of the survey was to identify, document, and evaluate properties constructed before 1940.

That survey did not examine landmarks such as bridges, structures, objects, or known archaeological sites; Significant, cultural resources related to Erie's overlooked places and groups were not necessarily within the scope of past survey work completed. It is anticipated that significant, cultural resources as well as landmarks shall be included, in addition to structures, within this survey. Additionally the survey shall expand upon as well as validate prior survey work completed (from Preservation Erie, 2014).

In total, the survey documented 31,471 properties in Erie County municipalities. The survey included individual properties and historic districts listed in the National Register of Historic Places. Within the City of Erie, the survey identified 51 properties and four historic districts as potentially eligible for listing in the National Register. The survey information is available to the public on a website hosted by Preservation Erie [Erie's Historic Buildings \(eriebuildings.info\)](http://eriebuildings.info).

Previous preservation efforts resulted in several individual property listings in the National Register of Historic Places. In all, Erie's National Register landmarks and districts encompass 194 properties ranging from Italianate commercial buildings to single-family Queen Anne homes. However, National Register landmarks and districts are not the only valued places in Erie. While many buildings and places are of special interest and importance among Erie residents and stakeholders, many face challenges to their long-term stewardship.

Many properties have diminished integrity due to façade alterations. Others face demolition due to extensive deterioration or abandonment. And, in the background, is the larger macro issue of ongoing population loss in Erie, which lowers property values and the demand for housing and commercial spaces throughout the city.

Going forward, a key purpose of this Survey is to identify buildings and places of historic, architectural, and cultural significance that merit future preservation, whether they are National Register-listed or designated as future City of Erie Landmarks or contributing resources to an Erie Historic District. Future survey and documentation efforts will identify and recognize others that may be eligible for formal designation and protection from the Historic Review Commission.

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. The chosen consultant will demonstrate their expertise and experience in all areas of historic preservation surveys of a similar size city.

### **Section 3 Schedule and Budget**

- 1) It is anticipated that the survey in its entirety will be completed within **12 to 14 months of Notice to Proceed** from the City. Note: both the Public Engagement and Communications Strategy Tasks (Phase I) & Scope items for Phase II-A, must be completed by September 30, 2024 to meet grant requirements.
- 2) Project budget shall not exceed **\$112,500**. \$100,000 is dedicated for survey work and documentation, and, \$12,500 will be used for public engagement, promotion and communications tasks.

The budget includes two (2) \$25,000 Keystone Historic Preservation Planning Grants from the Pennsylvania Historical and Museum Commission (SHPO) and one (1) Certified Local Government Project Grant from the National Parks Service of \$12,500. Proposals should clearly set forth in detail all expenses for which reimbursement is expected. Consultant proposals should factor in extra/unforeseen meetings that may arise throughout the process. The proposal must provide a guarantee that no additional fees will be charged to the City of Erie without prior written consent by the City.

- 3) The City is open to recommended changes to the scope to better accommodate the budget for the project and encourages consultants to suggest modifications to the scope that will assist in achieving the goals and purpose of the project.

**FIGURE 5.1: CITYWIDE HISTORIC AND ARCHITECTURAL RESOURCES SURVEY; PRIORITY SURVEY PHASES**

**LEGEND**

ELIGIBLE HISTORIC DISTRICTS

EXISTING HISTORIC DISTRICTS

**ELIGIBLE HISTORIC DISTRICTS**

- A. ADAMSTOWN SUBDIVISION
- B. EAST 12TH STREET
- C. FRONTIER PLACE
- D. GLENWOOD HILLS
- E. LAKESIDE CEMETERY
- F. LAKESIDE SUBDIVISION
- G. LOWER STATE STREET

**PRIORITY SURVEY PHASES**

PHASE 1: DOWNTOWN, EAST BAYFRONT, WEST BAYFRONT

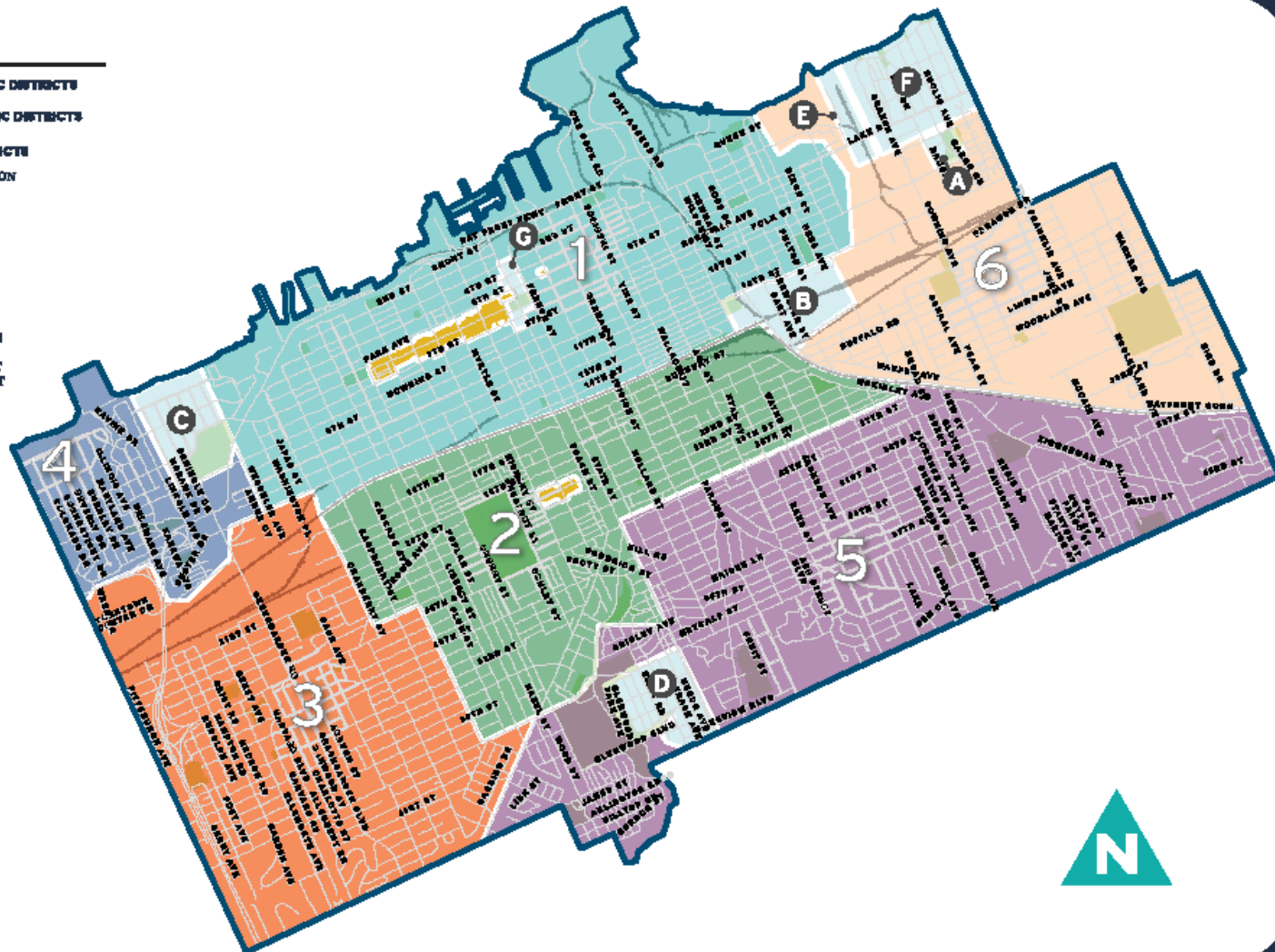
PHASE 2: TRINITY PARK, LITTLE ITALY, ARBOR HEIGHTS

PHASE 3: GREENGARDEN

PHASE 4: FRONTIER PARK

PHASE 5: GLENWOOD, ACADEMY-MARVINTOWN, MERCURY, EAST GRANDVIEW

PHASE 6: LAKESIDE, FAIRMOUNT-MCCLELLAND



## Section 4: Scope of Work

### Phase I

#### *4.1 Public Engagement and Communications Strategy (due by 9/30/24)*

The City and HRC are looking for consultant firms who will continue to promote the work of preservation by promoting the efforts of the HRC, and specifically this survey project to the community. As part of the project, the city is anticipating a promotion and marketing strategy to help publicize and inform the community at large of the survey project. An online, crowdsourcing application should be used to help stakeholders identify areas of importance to them. Alongside the use of a crowdsourcing app, a published website aligned with project phases shall reflect overall project goals. To this end, the city has earmarked the funds from the CLG grant of \$12,500 be utilized for public engagement, survey promotion and crowdsourcing-based mapping.

It is anticipated that the public engagement sessions will lead to the uncovering of other topics, sites, or items. As a way to embrace what will be shared from the public during these sessions it is our hope that advanced phases or stages of the project will offer opportunities such as linking stories and narratives with place. The city welcomes ideas from the consultant team as to how and in what ways the physical mapping which upholds the resource survey meets with the public's desire for input and the sharing of places, spaces, and stories.

Through this, we will attain a current understanding of the diverse cultural, built, and land-based resources linking the past with the present in our city. Creativity and innovative approaches will be a priority for this project and proposals shall include the consultant's approach to such engagement within the task budget. This task is noted as a separate phase since it will need to be invoiced as one complete phase to meet the CLG funding requirements. Phase I, will need to be completed, no later than September 30, 2024. **Other tasks for survey work and background research may be done concurrently *but* shall be invoiced separately as either Phase II-A or II-B.**

#### **Phase II-A and Phase II-B Components**

Phase II-A of the Citywide Historic Survey shall include mapped neighborhoods 1-3 of the City of Erie: Downtown, East Bayfront, West Bayfront, Trinity Park, Little Italy, Arbor Heights, and Green Garden (See Figure 5.1 enlisted on page 5). *Phase II-A items below are due by 9/30/24.*

II-B of the Citywide Historic Survey shall include mapped neighborhoods 4-6 of the City of Erie: Frontier Park, Glenwood, Academy-Marvintown, Mercyhurst, East Grandview, Lakeside, Fairmount-McClelland (See Figure 5.1 enlisted on page 5). *Phase II-A items below are due by 9/30/25.*

#### *4.2 Background Research (applicable to both II-A & II-B)*

Prior to initiating fieldwork, background research will be conducted to gain an overall understanding of development patterns and define relevant historic and architectural contexts. This will include a review of relevant documentation (local histories, historic mapping, newspaper clippings, etc.) in repositories including but not limited to the files available from the Erie County Historical Society/Hagen History Center and Preservation Erie. Sanborn Fire Insurance Maps (available through Penn State) and other historic mapping will be reviewed and collected for inclusion in the survey documentation. Existing National Register of Historic Places Section 8 narratives will be reviewed.

#### *4.3 Developmental History (applicable to both II-A & II-B)*

A brief written account of how each neighborhood developed and how it reflects distinctive aspects of Erie's history will be developed. This history will address growth spurts or declines, roadway networks, years of substantial construction, important local industries and institutions, immigration patterns, and other important trends or events. Dates or date ranges significant to the community (economically, socially, peak population, etc.) will be provided. The purpose of the developmental history is to provide a foundation for understanding the potential historic significance of the community's-built environment. The developmental history will be included in the PA-SHARE Surveyor field documentation forms for each neighborhood (see below). The developmental history narratives will be included in the final report.

#### *4.4 Survey (applicable to both II-A & II-B)*

This survey effort will collect identification (minimum record) level documentation for the resources within the scope of the project. This documentation will be submitted through PA-SHARE Surveyor Manager and the optional use the PA-SHARE Surveyor field documentation forms through the Survey123 mobile application.

This survey effort will also collect general descriptive information and specific locational information for any potential historic districts found within the scope of the project.

Survey methodology will reflect identification level documentation (minimum record level documentation) standards for the Pennsylvania State Historic Preservation Office's PA-SHARE system. The data that comprises PA-SHARE identification (minimum record) level documentation for Above Ground resource types and Districts can be found on the PHMC's website for Above Ground Surveys ([PA Above Ground Survey \(PAGS\)](#)).

### Survey Methodology: Surveyor Manager

The survey project will include submission of documentation to the PA SHPO through the Surveyor Manager web interface. Workflow in advance of submission through Surveyor Manager is at the discretion of the project team, but the PA-SHARE Surveyor field documentation forms through the Survey123 mobile application will be available for use for the project. Offline base maps in the Survey123 mobile app for the project area will be available upon request.

The Surveyor suite of tools shall be prepopulated with the tax parcel boundaries for each resource within the scope of the project. At least minimum identifying information for each parcel/resource will be prepopulated in the Surveyor suite of tools and associated with each parcel. For a list of fields that can be prepopulated on each resource record in Surveyor, please see the PAGS website listed above.

### **Survey Methodology: Photography**

Survey methodology shall include the required photographs for identification (minimum record) level documentation for PA-SHARE. Identification level documentation requires one photograph from the public ROW depicting the resource as clearly as possible. Additional photos showing secondary and tertiary elevations, details, and outbuildings are appreciated but not required at the minimum record level. District documentation at the identification level shall include photography of representative streetscapes, architecturally notable buildings and significant public (governmental, institutional, industrial, and commercial) buildings throughout the district. Photographs will convey current condition, typical appearances, and any significant features of the district. Streetscapes will include typical building types and streetscapes and those that may be unique or especially notable.

Digital color photographs will be submitted to the SHPO through Surveyor Manager.

The National Park Service’s “National Register of Historic Places and National Historic Landmarks Program Consolidated and Updated Photograph Policy 2024” (<https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf>) can be referenced for guidance.

### **Survey Methodology: Potential National Register Eligible Resources**

As part of the survey, notable resources potentially individually eligible for the National Register will be identified through the completion of the Recorder Recommendation field in Surveyor Manager and included in a table in the final report submission. It is anticipated these resources may be those with architectural significance or significant public buildings or locally significant buildings that retain integrity.



If the survey area appears to meet one or more of the National Register criteria for significance and retains integrity as defined by the National Register, a statement of significance will be prepared. The significance statement will address important local industries, immigration patterns, or other important trends or events as described in the developmental history. The statement of significance will identify relevant National Register Criteria for historic significance.

If the survey area retains integrity and significance, a proposed boundary and period of significance will be provided.

### **Land Use and Building Condition**

As part of the survey, the City would like the consultant to create a survey that also captures the current condition of each structure and the use of all buildings, as can be determined through a visual survey of the structure. The city has created a building conditions survey that it has used to identify properties in the early stages of decline and will share that survey with the consultant to be used as part of this effort.

### **Mapping**

The map boundaries for each resource shall be submitted to the SHPO via Surveyor Manager. Boundaries can be prepopulated using the tax parcel data from within the project's scope.

A comparison of Sanborn and other historic mapping to existing conditions can be incorporated as a deliverable to show how the community has changed and ways it has remained the same.

All survey information shall be entered into Surveyor Manager.

Complete any PA-SHARE above ground survey form information/forms pertinent to each surveyed resource throughout City.

**Additionally, landmarks such as but not limited to bridges, monuments, barns, silos, archways, and similar should be documented and included in the survey.**

### *4.5 Deliverables*

The following deliverables are anticipated by phase:

#### **Ongoing**

1. Monthly phone conferences with the HRC at their regular meetings and SHPO staff to review project status. A minimum of (2) two monthly phone conferences or phone calls with City staff for the duration of the project.

2. Publish, share, and regularly update project website content. During Phase I, post and manage a crowdsourcing application specific to public engagement.

### **Phase I**

3. One kick off meeting with the HRC, the City, and SHPO/CLG staff to review the scope of work, project schedule, and address any questions.
4. One meeting with City Preservation Planner and the SHPO's PA Above Ground Survey Coordinator for PA SHARE Surveyor tool training.
5. Public Engagement Process and Public Engagement Process Communications Report and all data collected from the engagement process.

### **Phases II-A & II-B**

6. Identification (minimum record) level documentation for all historical resources within the project scope.
7. Input all required surveyed resource information including photographs of each surveyed resource into PA SHARE Surveyor tool/PA SHARE. Complete any PA-SHARE above ground survey form information/forms pertinent to each surveyed resource throughout City.
8. Draft and Final Copy Historic Resources Survey Reports, to include the survey's purpose and methodology, a general historic context and neighborhood developmental histories, survey results, and survey recommendations. Survey results should discuss analysis, implications and recommendations for local and federal historical designation and other appropriate preservation methods. This survey and report must be in conformance with U.S. Secretary of the Interior's Guidelines for Identification and with PA SHPO guidelines for Pennsylvania Above Ground Surveys (PAGS).
9. An Inventory Table must be provided for all surveyed resources in the survey areas. This should include basic information about each resource: image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and Priority rating at a minimum.
10. Photo Documentation for all surveyed resources must be provided. See above for photography requirements.

11. 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.

### **Section 5: Contract**

The selected consultant will be required to execute a contract with the City of Erie. The City of Erie will have the right to terminate the contract at any time, with or without cause, upon (30) thirty days written notice. The contract period for the services contemplated by this Request for Proposals will commence upon awarding of the contract.

### **Section 6: Project Management and Organization**

The City of Erie staff coordinator for the project will be the Preservation Planner. Other city staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan, including a refined scope of work, timeline and budget. Additionally, ongoing coordination with the City of Erie Planning Department and Preservation Planner shall occur regularly throughout the process.

### **Section 7: Proposal Submittal.**

Proposals should include:

1. A brief overview of company, location of office(s), and lead staff.
2. Description of the firm's experience in historic preservation and ability to meet schedule.
3. Detail as to which staff will be assigned to this project and in what capacity, including qualifications. Consultants must meet the appropriate SOI Professional Qualification Standards. [https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)
4. Name, address and telephone number of three project references for similar work completed. Also, a brief description of each project scope including size and nature of work. Links to project sites may be included.
5. Proposed methodology and detailed discussion of the firm's approach to accomplish the tasks required in the scope of work. Include the organization and management plan for the project. If consultant plans to use subcontractors, explain their roles in carrying out the project.
6. Suggestions to enhance and/or amend the scope of work and additional details of the approach and methods to carry out the project. The City is open to suggested modifications from the consultant to scope and timeline. Please address any

recommendations to modify the scope, size of survey or timeline in separate section title Modifications.

7. Work schedule estimating time frames to complete the project, organized by milestone and/or activities. A Gantt chart specific to this project’s time frames and phased activities should be included with the submission package.
8. Not-to-exceed cost proposals, including all personnel and benefit costs, travel expenses, printing costs, and all other costs associated with the work.

The proposal shall be submitted in one (1) digital PDF file submission package. The proposal must be received no later than **3:00 p.m. Wednesday, May 23, 2024**. Questions should be directed to Heather Olson via email: [holson@erie.pa.us](mailto:holson@erie.pa.us).

**Section 8: Selection Criteria**

Below is a list of attributes the City of Erie will consider in selecting a consultant:

Qualifications, familiarity, and experience of the firm and proposed team members	<b>35</b>
Demonstrates an understanding of the opportunities, challenges, and priorities for the City	<b>20</b>
Understanding of the overall project and completeness of the proposal	<b>10</b>
Approach, methodology, services, capacity to complete the work, creativity, problem-solving, estimated time line with Gantt chart, and specialized experience necessary for the project	<b>20</b>
Cost of services proposed, average hourly labor costs, and identified cost control measures	<b>10</b>
Commitment to a planning process that relates to Erie’s cultural heritage and places that have been traditionally overlooked, places of importance to underrepresented groups, etc.	<b>5</b>
<b>Maximum Total Points Available:</b>	<b>100 Points</b>

**Section 9: Changes to Request for Proposals**

Any changes, additions, or deletions to this Request for Proposals will also be posted to the City of Erie’s website, <https://cityof.erie.pa.us/historic-review-commission/>, along with the electronic version of this Request for Proposals. Respondents are urged to check the City’s website frequently for notices of any clarification of or changes, additions, deletions to this Request for Proposals.

**Section 10: Modification and Withdrawal of Proposals**

Proposals may be modified or withdrawn by an appropriate document sent to the address where the proposals are submitted at any time prior to the end date for

acceptance of proposals, May 23, 2024. No modification may be made after the May 23<sup>rd</sup> deadline. Withdrawals after that date will result in the proposer being disqualified from further proposal on the project.

### **Section 11. Terms & Conditions**

The City of Erie reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within (30) thirty days after the award of the proposal. The City of Erie shall not pay for any information contained in proposals obtained from participating firms.

The City of Erie reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Erie shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

### **Section 12. Execution of the Work and Payments**

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by the City of Erie, and concurrence in the award of contract the State Historic Preservation Office, and the Erie City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to the City of Erie. Payments shall be made to the consultant by the City of Erie in accordance with the contract after all required services and tasks have been completed to the satisfaction of the City of Erie.

### **Section 13. Equal Opportunity Employment Statement**

Any business that enters into a contract for goods or services with the City of Erie shall:

a. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

- b. Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- c. Comply with all applicable ordinances, statutes and regulations of the City of Erie, Commonwealth of Pennsylvania or Federal Government relating to Equal Employment Opportunity.

## **Appendix A: Resources**

- 1) City of Erie Historic Review Commission  
<https://cityof.erie.pa.us/historic-review-commission/>
- 2) Erie Refocused: Comprehensive Plan and Community Decision Making Guide  
<https://www.eriepa.com/uploads/Erie-Refocused-2016.pdf>
- 3) Pennsylvania’s Statewide Historic Preservation Plan, 2018-2023  
<https://www.phmc.pa.gov/Preservation/PreservationPlan/Documents/2018%20Final%20Preservation%20Plan.pdf>
- 4) Erie County, PA Cultural Heritage Plan  
<http://preservationerie.org/wp-content/uploads/2014/03/Erie-County-Cultural-Heritage-Plan-FINAL.pdf>
- 5) Erie Historic Preservation Plan (2024)  
[Erie Historic Preservation Plan](#)
- 6) Erie County Historic Resources & Historic Survey (2014 by Preservation Erie)  
<http://eriebuildings.info/>
- 7) Erie County Historic Resources Survey (2014)  
<http://www.eriebuildings.info/pdf/survey-report2015.pdf>



# 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](mailto: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 RFP. 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, 12<sup>th</sup> 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):**

**12<sup>th</sup> 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>