**Pre-Bid Meeting Public Engagement Services RFP, Lower Germantown Properties**

**Questions and Answers**

1. *How large of a canvas area is PHDC seeking around the properties? 200 feet?*

The canvas area includes the following:

* + Current tenants in PRA Properties
	+ Church Lane – East unit and 200 blocks
	+ Lena Street – 5100, 5400, and 5500 blocks
	+ Residents at Collom- Ashmead Garden Apartments (via Michaels Organization)
	+ East Unit blocks of Collom, Ashmead, and Wister Street
	+ Wakefield Street – 5000, 5100, and 5200 blocks
1. *Is there a percentage target or other goal for M/W/DSBE?*
	1. There wasn’t a specific goal set for this contract. Respondents should clearly state if they are a M/W/DSBE and double check that they are on the Office of Economic Opportunity’s registry. Respondents should also discuss their track record engaged with diverse firms, as well as their track record with diversity and inclusion in workforce and contracting.

**Operating**

1. *Can you tell us more about the website?*
	1. Since the issuance of the RFP, PHDC has created a page for this project and will be managing the content. Respondents can offer ideas of what to add to the webpage, but they will not have to purchase a domain, manage hosting, or provide content for the website.
2. *What is the budget for this project?*
	1. We are not providing a budget as part of this RFP process. Respondents should submit pricing that they believe adequately covers the requested scope of work.
3. *What is the expected start date?*
	1. Late August/Early September
4. *Can different entities be involved?*
	1. Any subcontracted work needs to be clearly stated in the response.
5. *Regarding the door-to-door process, would the city allow for a stipend to be paid to community members assisting? If not, would the city allow for it to be done on a voluntary basis? In either case, are there insurance and liability coverages that the city would expect to have in place?*
	1. We understand that community members’ time and expertise have value, and we are open to paying a stipend to community members under certain circumstances. We are willing to discuss this with the selected consultant. Insurance requirements for this contract are provided on the [RFP page](https://phdcphila.org/rfps-rfqs-sales/professional-services-rfps/).
6. *With the city opening back up, is it still allowed to do virtual meetings for at least 2 of the meetings and one in person, with live streaming?*
	1. Respondents should present options for in-person and virtual meetings in order to effectively engage across the community. We will work with the selected consultant to determine the right mix of presentation formats to safely and effectively reach our target audience.
7. *What is the minimum number of members required for the Steering Committee?  If the requirement cannot be met with suggested list of participants, what is the criteria used to determine qualified Steering Committee members?*
	1. Consultants should recommend how many committee members they believe would be appropriate, as well as other pertinent information relating to the committee.

**Marketing**

1. *What are the primary goals of the marketing portion (website, social media) of this project?*
	1. The primary goal is to ensure that a broad and diverse range of community stakeholders know about the process and have the opportunity to engage in the process.
2. *Who is your audience? How are we targeting them? (for marketing purposes)*
	1. We plan to work closely with the selected consultant to define the audience. It will include neighbors and business owners as well as prior residents of the Properties who recently relocated.
3. *What marketing analytics are requested in the final recommendation report?*
	1. We will work with the selected consultant to determine the desired contents in the final report.