

**PLEASE NOTE: AS JANUARY 21, 2019 IS A HOLIDAY, RESPONSES TO THE PENN'S LANDING CIVIC ENGAGEMENT RFQ WILL BE ACCEPTED ON JANUARY 22, 2019 UNTIL 4:00 PM.**

**PENN'S LANDING CIVIC ENGAGEMENT RFQ Q&A**

- 1. Fee Estimate – per the RFP, the transmittal letter needs to include a complete, itemized summary of services to be provided and their costs. In Item 6 under the description of the Submittal Contents and Requirements, the RFP states that the fee proposal should be broken out by deliverable and also include reimbursable expenses. I also attended the pre-proposal meeting on 12/17 and it was mentioned that costs should be expressed in terms of “broad buckets” of effort. Can you please provide clarification on how we should be presenting the requested fee information in our submission and what actually needs to be included (e.g., hourly rates for key staff, overhead, profit, etc.)?**

Respondents are expected to describe their approach to accomplishing the goals of the outreach project through a concise narrative. The narrative should then be broken down into broad buckets or a framework of tasks that represent a set of deliverables for each phase of the project. The deliverables should then be assigned a percentage (or amount) of the stated fee that the respondent best believes meets the level of effort for each deliverable. Yes, please include hourly rates for key staff (and sub-consultants).

- 2. For references, can we provide more than 3? Although not required, can references also be submitted for subconsultants?**

More than three references are fine, but three is the minimum. References for subconsultants can also be included. However, please consider the strength of included references, relevancy to the RFQ, and overall length of your team's final submission when choosing references.

- 3. I was not able to attend the pre-proposal meeting on 12/17/2018. Would this preclude us from being eligible?**

The pre-proposal meeting held on 12/17/18 was not mandatory so all firms are eligible to submit a response, whether or not anyone from the team attended the pre-proposal meeting.

- 4. What will the community engagement process be for the adjacent Market St. development, and will any of it be integrated into the engagement for the new Penn's Landing?**

The Penn's Landing Civic Engagement process is separate from any engagement process that will take place as part of the redevelopment of the Market Street site. Should any redevelopment process begin on Market Street while the Penn's Landing Civic Engagement process is underway, DRWC and the selected consultant team can determine the best way to have the two processes inform one another.

- 5. What resources related to previous community engagement for Penn's Landing will DRWC make available to the prime consultant?**

Once a consultant team is chosen, DRWC will share all information and available documentation related to previous community engagement for Penn's Landing, the Master Plan for the Central

Delaware, and any other relevant projects. The resources differ across projects but consultants can expect a full debrief and complete access to DRWC's information.

**6. Is engagement limited to Philadelphia, or should it include the surrounding counties, Camden, etc.?**

The future park at Penn's Landing is considered a regional destination that will draw visitors from beyond Philadelphia itself, though it is first and foremost a civic asset for the city. Part of the engagement project will include consideration of what kind of regional outreach, if any, should be included and how.

**7. Does DRWC expect the project team to create and manage a project website, or will this be scoped in a separate contract?**

It is expected that a new microsite pertaining to the Penn's Landing project may be necessary. If a new microsite is deemed necessary, Consultants will be expected to lead the design and development of the site itself, as well as creating site content and managing the site for the duration of the contract, with input from DRWC staff. However, the creation of the site itself will be an additional expense not included in the estimated project budget from the RFQ.