

***Comprehensive Economic Development Strategy
Request for Proposals
ADDENDUM #1
September 29, 2017***

The following summarizes questions received related to the Request for Proposals for the *Comprehensive Economic Development Strategy Update* along with CRCOG's responses. Additional questions received after today will be posted as addenda on our website (www.crcog.org) along with corresponding responses.

Respondents are asked to sign, date, and return this sheet (not the entire addendum), along with their response package, in order to verify their receipt of this addendum prior to the specified submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name _____

Title _____

Company _____

Address _____

(City) (State) (Zip)

Telephone _____

Signature _____ Date _____

Questions submitted via email

Whether companies from Outside USA can apply for this? (like, from India or Canada)

There is no requirement that the selected firm be based in the USA, however, the selected firm must be able to comply with all relevant Local, State, and Federal laws and regulations, including Equal Opportunity Employment, Affirmative Action, licensing requirements, and relevant auditing requirements.

Whether we need to come over there for meetings?

CRCOG anticipates that the selected consultant will be required to attend at least some meetings in person. There is an opportunity for some project coordination meetings to be held remotely, but stakeholder meetings will be in person.

Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Some background tasks can be accomplished outside the USA, remotely. Stakeholder meetings must be done in person.

Can we submit the proposals via email?

Respondents are required to provide one (1) signed original and five (5) copies of their response, including all supporting documentation, as well as a CD or flash drive containing an exact copy of all requested materials.

Is there an incumbent(s)? If so, whom?

This is the first CEDS created for the 38 town region, and the first CEDS undertaken by CRCOG. Previously, the MetroHartford Alliance managed the CEDS process for a region that included 30 of CRCOG's member municipalities. That CEDS was developed by a consultant and can be found on the RFP page. CRCOG was a stakeholder in that process, but did not lead it and did not hire the consultant.

Can CRCOG provide a copy of or a link to the current strategic plan, if it exists?

The current CEDS for the former 30 town region is on the RFP site, as is the CEDS for the former Central Connecticut region, which included four towns that are now members of CRCOG. They are available here, under "Historical Documents": <http://crocog.org/2017/09/14/rfp-comprehensive-economic-development-strategy-ceds-update/>

Besides travel and printing, do you anticipate any other direct costs during the course of the contract that should also be provided in the cost proposal?

No, but if you believe any additional direct costs would enhance or be necessary for your proposal, please include them.

What is/are the primary place(s) of performance (e.g. where individual or team-based meetings will be held)? Can work also be performed at the Contractor's facility?

Meetings will primarily be held in Hartford, CT. Some meetings may be held in other communities within the CRCOG region. Work on the project can be performed at the selected consultant's facility, however, meetings with stakeholders will be done in person in the region.

Shall our proposal include post-planning efforts such as implementation and measurement of the strategic plan? If so, shall these be included as required or optional tasks? Also, shall these efforts be estimated no later than June 30, 2018 as well?

The selected consultant will be asked to develop a strategic plan that is focused on implementation along with a plan for measuring performance. They are not expected to help track performance or implement the plan.

Was the "pre-proposal" conference held on 9/25 recorded by chance? And, if so, is there an audio link to be able to review what was discussed?

It was held on 9/25. There was not a recording of the meeting, though questions that were asked have been summarized in this document.

Of the eight (8) project tasks outlined in the RFP has CRCOG weighted each task in order of importance in terms of outcomes and impact to the RFP objective? If so, can CRCOG share these weightings?

There are no specific weightings, but the RFP does note an emphasis is being placed on certain activities that have been identified through other efforts and are listed below:

Goal-Setting: Build consensus around the need for accelerating inclusive/equitable economic growth; that is raising incomes across the income distribution with particular attention to opportunities for engaging those who have often been left behind.

Situational Analysis: Do a clear-eyed assessment of our situation: who, what, where to identify opportunities that we should be pursuing as a metropolitan region (i.e., SWOT with an emphasis on context and opportunities).

Strategic Planning: Formulate a limited number of "game changer" strategies that will move the trajectory of inclusive economic growth in the right direction.

Capacity-Building: Identify organizational forms and collaborations that we will need to implement and sustain the strategies over time.

Following CRCOG’s description in the opening Intent paragraph referencing the “goal setting” and “game-changer” initiatives – can CRCOG confirm if its top objective is, bottom line, job creation? Especially job creation that is all inclusive?

CRCOG is interested in accelerating inclusive/equitable economic growth. We expect that top objectives will come out of the CEDS process and be based on the activities undertaken in support of it.

If chosen, would the consultant and/or their subcontractor have the ability to negotiate final terms and conditions of the contract?

CRCOG has established contract templates that reflect state and federal laws and regulations that apply to our work. These have been used on dozens of projects. That said, we may be open to negotiating specific terms so long as they do not conflict with applicable laws and established procedures. CRCOG does not typically involve itself in sub-consultant agreements.

When would you like to start the project and when would the project ideally finish?

Assuming the selection and negotiation process goes as planned, we would like to start the project in December 2017. Ideally it would be completed by the end of June 2018, though a three month extension from the EDA is possible.

How many trips to the region and days on the ground should the consulting team anticipate for this project?

That will depend on the number of stakeholder and public outreach events proposed by the consulting team.

Can you provide a listing of the people/organizations who attended Monday’s pre-proposal conference, both in-person and by teleconference?

A list of firms who attended is included in this document.

During the pre-proposal it was stated that CRCOG staff would be involved in the preparation of the CEDS. In what ways would staff be involved?

Staff will be working with the Hartford Foundation for Public Giving to develop demographic and economic data reports for the study. Staff also plan to be involved in any outreach events/activities, as well as advisory committee meetings.

The RFP references an “advisory committee” for the CEDS preparation. Who or what organizations would likely be part of the advisory committee? How many meetings do you anticipate the for the advisory committee? Will CRCOG staff or the consultant be responsible to coordinate advisory committee meetings?

We anticipate some of the same organizations who were part of the 2012 MetroHartford CEDS will be involved in this process. We also anticipate that organizations who are part of the Metro Hartford Progress Points may be on the committee. We do not have a set number of advisory committee meetings and are open to your recommendations.

CRCOG staff will assist with coordinating the advisory committee meetings. The exact details are open for negotiation.

When will the 2017 version of Metro Hartford Progress Points be released?

The 2017 version of the Metro Hartford Progress Points is being developed in conjunction with the CEDS. Early versions of the analysis and report will be made available to the consultant and the advisory committee during the CEDS planning process.

What will the role of the Connecticut Economic Resource Center be in the preparation of the CEDS report?

None is anticipated at this time.

For this project, would the CRCOG accept insurance coverages as follows:

- a. Commercial general liability: \$2 million per occurrence/\$4 million aggregate**
- b. Auto liability: \$1 million single limit per accident**
- c. Umbrella liability \$2 million per occurrence/\$2 million aggregate**
- d. Workers Compensation: \$1 million per accident/\$1 million per disease/\$1 million disease policy limit**
- e. Professional Liability \$1 million per claim/\$2 million aggregate**

Please refer to the insurance requirements listed in the RFP.

Do the Attachments (Responses Pages, etc.) need to be notarized and/or witnessed?

No, they just need to be signed.

Is there a page limit for the proposal?

No.

Are out of state firms encouraged to apply (we are based in Minnesota)?

Yes. We encourage all qualified firms to apply.

Questions from the pre-proposal conference

In addition to two representatives from CRCOG, representatives from the following firms attended:

JLA Group
Avalanche Consulting
Silverlode Consulting
Camoin Associates
Thomas P Miller & Associates
UMass Donahue Institute
BAE Urban Economics
P3 Innovation Strategies
HR&A Advisors
Garner Economics
WSB & Associates
Fitzgerald & Halliday
Connecticut Economic Resource Center
Mark Waterhouse - Garnet Consulting Services
Houseal Lavigne Associates
Ninigret Partners
Fourth Economy
Groman & York
WSB & Associates

There was mention of CRCOG staff support on certain tasks in the RFP. Will staff be involved in tasks where they are not specifically mentioned?

Yes, CRCOG staff will be involved in every aspect of the study.

Do you have a preference for a local consultant?

No, CRCOG does not have a preference for a local consultant and invites all qualified consultants to submit proposals.

Is there a budget for the project?

Yes, it is \$175,000.

Is there an existing steering committee that would be engaged through this? What other avenues will be available for engagement?

Yes, the steering committee for the Metro Hartford Progress Points project would likely be engaged through this process, as would the steering committee for the previous Metro Hartford Alliance CEDS. Those two committees overlap considerably and the organizations represented on them would likely be invited to form the core of the committee for this project.

Also, CROG is beginning the process of updating its Long Range Transportation Plan. The schedule for that project has not been set yet, but assuming the scheduling works out, there may opportunity to coordinate focus groups and some outreach between the two efforts.

In the RFP there are themes of equity, particularly those who have traditionally been left behind. Do you have any background on that? What about the outreach to those groups.

Themes of equity and inclusiveness have been present in most plans and reports created for the region. There exists a significant educational attainment gap between urban and suburban municipalities, with serious implications for the region's workforce. Some of these themes are explored in the Metro Hartford Progress Points report.

Outreach will be important, though CROG does not have a pre-conceived concept for how that outreach should proceed. We are interested in hearing your proposals, based on your firm's experience. We do believe that individual stakeholder and stakeholder group outreach will be key to the process, especially when it comes to capacity building.

I know the Metro Hartford Alliance previously ran the CEDS. Do you have any other information regarding why CROG took it over? Second question, Alliance has been the big economic development implementer on the CEDS, do you see that changing following this project?

It was a mutual decision on the part of the Metro Hartford Alliance and CROG. Given the other areas of planning that CROG works on, it made sense to add economic development. This was especially true now that the region's boundaries have grown beyond the boundaries of the Metro Hartford Alliance.

That said, CROG does not anticipate taking over responsibility for more traditional economic development activities, nor does CROG anticipate being the implementer of all the goals and strategies that come out of the CEDS. CROG sees its role as setting the broad strategy and convening a group of stakeholders with the capacity to implement that strategy. We envision the Alliance as being an important partner in this process.

One area that has been progressing is the availability of open data. Would you envision that to be a part of the plan going forward?

We welcome the addition of new and innovative data analysis in the proposals we receive. Currently, we only anticipate performing basic demographic and economic analysis, but welcome proposals that include additional analysis that will lead to new insights.

Which towns joined in 2014?

From the West: Berlin, New Britain, Plainville, and Southington.

From the East: Columbia, Coventry, Mansfield, and Willington.

Given that those communities are new to the region and you're trying to build buy-in and capacity for implementation, how would you describe the willingness of the various stakeholders to join in the process?

That probably varies from town to town. The four municipalities that joined from the West were involved in another CEDS process. At least one of those municipalities was the beneficiary of an EDA grant that was a result of that CEDS. CRCOG has also been working with some of those municipalities on TOD efforts since before the regional consolidation process began.

There are probably new stakeholders who will need to be brought on-board though. This is the first regional plan that will be completed with all 38 municipalities.