

Questions & Answers

Michigan Statewide Historic Preservation Plan Facilitator

RFP-CASE-00430699

January 31, 2025

1. What is the budget cap for the proposed scope of work?

At this time, the SHPO anticipates that up to \$60,000 will be available for the proposed scope. The final amount will be determined based on the nature of proposals received and the methodology identified to successfully implement the activities.

2. Given the statewide scope and regional outreach approach, is there a set budget for the plan facilitation?

See the answer to question #1.

3. Do you have a budget for the contractor's portion of the project?

See the answer to question #1.

4. Are there specific demographics SHPO wants to target for participation in the workshops?

The SHPO is not seeking a specific target demographic; the SHPO hopes to attract as broad and varied an audience as possible to the public workshops.

5. Will SHPO assist with promoting the workshops through its channels (e.g., social media, newsletters, or press releases), or is the contractor responsible for all outreach?

Yes, SHPO will be primarily responsible for promoting attendance at the workshops. SHPO will communicate with the public regarding the workshops via its social media channels, e-newsletters, and other media, as well as through outreach via its partnerships with other State agencies and regional entities in the locations where meetings will be held.

6. What level of specificity does SHPO require for the recommendations on preservation goals and objectives (e.g., high-level guidance vs. actionable steps)? Does SHPO expect the final report to include actionable strategies for addressing the significant issues identified, or just a comprehensive list?

While SHPO is responsible for creating the statewide plan, this is meant to be a plan for the entire state and all parties involved in historic preservation. The final report should include high-level guidance for achieving the identified goals and objectives framed through the

public workshops and meetings and should also include analysis of representative actionable steps that might be feasible for partners statewide to implement statewide. SHPO will take this information into consideration in synthesizing the final content of the plan.

7. On Page 17, under Project Control, item c), a series of dates for quarterly progress reports is given, beginning with January 15. Does the SHPO have an updated set of dates?

Brief progress reports using a standard template (2 pages) are due every January 15, April 15, July 15, and October 15 that the contract is active. Based on the assumed start and completion date of the contract, reports would be due July 15, 2025; October 15, 2025; and January 15, 2026.

8. What, if any, representation (SHPO personnel) does the SHPO anticipate having at each in-person event?

SHPO staff will be present at each in-person event, although the number of staff present will likely vary at each event. It is likely that between 2-5 staff will be present at each in-person event.

9. What is the anticipated number of participants for the virtual listening sessions?

As these are anticipated to be statewide listening sessions for anyone that may want to attend, there is a wide range of possibilities. At this time, SHPO would anticipate 50-100 participants for each session, but the number may be lower or higher.

10. Which platform will you use for the virtual sessions?

Either Teams or Zoom will likely be used for the virtual sessions, dependent on direction from SHPO's IT support.

11. What types of adaptive / inclusive facilitation support is required in the in-person and remote workshops? For example: support for people who use screen readers, support for people with hearing impairments?

SHPO will coordinate discussions regarding the need for and feasibility of such support services with its State partners. For the purposes of proposals, bidders should assume that SHPO would be responsible for coordinating any support identified.

12. Should the estimate include budgeting for unexpected issues such as the weather, technology failures, low turnout, or delays, or does the SHPO have mitigation plans for these issues?

The budget should only include the number of meetings/workshops identified in the RFP. Replacement meetings should not be included.

13. Does the MISHPO have historical data on previous goals, KPIs, or other documentation to provide context for the past and present historic preservation approaches and priorities? What types of materials are available?

SHPO's current statewide historic preservation plan, including the goals, objectives, and trends identified during its preparation, is available on the SHPO website here: https://www.miplace.org/4a73d5/globalassets/documents/shpo/shpo_5-year_plan_2020-25_final.pdf. Other recent SHPO plans (2007-2012 and 2014-2019) showing recent trends can be provided to the selected contractor.

14. What technologies and data do you currently use relevant to this project? Are there preselected systems that need to be considered in the context of the project?

SHPO does not anticipate that specialized technologies/systems need to be accounted for on this project. As determined helpful in coordinating the direction of conversations at the workshops, SHPO will extract data from in-house databases on past activities and provide the data for review by the selected consultant. Otherwise, SHPO uses standard office technologies (e.g., Microsoft Office suite, Adobe, Zoom, etc.) and the consultant should provide identified deliverables in the formats listed in the RFP. As the selected consultant will be responsible for facilitating discussion and information sharing at the workshops and meetings, bidders should propose any technologies (e.g., presentation software, polling apps, etc.) that they anticipate using as part of the public workshops in their methodology and should account for their use/costs, if applicable, in their proposals.

15. My company is based in Canada. Are there any restrictions on hiring a Canadian facilitator?

As long as a vendor is registered to do business in the State of Michigan, they are eligible to respond.