

CIRCULAR CLEVELAND ROADMAP RFP – PRE-PROPOSAL MEETING

February 9th 2021. 11:00 am EST

Updates:

1. Under Scope of work – Please note that data aggregation is the 1st task at hand, all other items re-ordered. 7 in total.
2. Under ‘Submission requirements’, Subject line shall include: “Proposal for Development of Circular Cleveland Roadmap – (Insert Firm Name)”

Clarifications:

1. Competitive budgets are encouraged. The overall grant budget covers 4 large components.
2. We encourage partnerships across the board.
3. Several independent locations of the same company apply as long as the proposals are distinct and have a clear representation of the organizational chart and roles.

Frequently Asked Questions:

1. How do you anticipate the baseline and landscape analysis of circular economy type projects to be represented?
Consider estimates for both inventory and geospatial formats for this proposal submission. Please propose other creative methods if aware and useful
2. What is the best method of representing neighborhood asset and infrastructure mapping?
Same as above.
3. Are consultants expected to lead community engagement?
The Core Project Team here will be scheduling the workshop. Consulting firm is expected to propose the pace, content and methodology based on focus group for most effective output at community engagement. Facilitation will be a partnership.
4. What tools are you looking for to do engagement? Will the engagement be virtual?
Engagement will be multimodal to be inclusive, equitable, and during COVID situation will following the CDC and State of Ohio’s public health guidelines. The consultant is expected to advise/propose the most relevant tools – such as mobile survey tools, word clouding, etc.
5. What is the contracting period?
April 2021 – November 2021.
6. What is the project budget?
The overall grant budget is 476,000 USD, and is divided into 4 significant deliverables that will be supported by community education. The roadmap is one of the deliverables.
7. Is there a proposed budget for the roadmap?
We are not declaring a budget for this. We anticipate competitive bidding for this process. During the shortlist process, will work closely with the selected firms.

8. Please provide further clarification on the consultant's role/responsibility to the Core Project Team. For example, who does the consultant report to directly, e.g. a designated project manager or Core Project Team?

The consultant reports to the Core Project Team -Staff of the City of Cleveland, CNP and Neighborhood Connections. CNP will handle grant related administrative roles.

9. What exact role does the consultant have in grant reporting?

Consultant will provide overall report about the roadmap process which is a subset of deliverables to the grant. The grant is 30 months long.

10. How far along is Circular Cleveland in becoming a CE100 Network partner with EMF?

Cleveland team is currently working on this process and expects to be a partner in time for the roadmap process to begin, starting April 2021.