

RFP Section: Inquiries/Questions:

- Is there a deadline for submitting questions about the RFP?

No deadline on submitting question. Questions will be accepted on an ongoing basis. However, please note that turnaround time for answers must be taken into account and the deadline for proposals is November 20th, 4pm as stated in the RFP.

RFP Section: Consultant Contract Requirements:

- In the event of the contract, what are the city's insurance requirements?

The General Liability of \$1,000,000 per occurrence/\$3,000,000 aggregate of claims is the basic requirement, along with the \$1,000,000 auto liability – these are standard coverage.

The City doesn't require an Umbrella Liability policy, but it does require Workers' Compensation and NYS Disability coverage that relate to the contractor's employees welfare while connected with the City job

- Will the city require professional liability insurance?

Yes

- What type of contract will be required by the city? Is a copy of all conditions available?

A copy of General conditions is available through the City Engineers office.

- MWBE: is there a stipulated required percentage of involvement? If so, what is that percentage?

Overall 30% MWBE participation goal for this project for funds from ESD which would be a minimum of \$9,000 to MWBE(s).

RFP Section: Scope of Work:

- Per the 2010 Brownfield Assessment Study, Durkee Street Parking Lot: the area is "Mitigated Brownfield" Does the City have copies of the investigation, testing and report?

No

- Does the city have any recent traffic studies on file?

No

RFP Section: Introduction

- Where are the copies of 2003 Durkee Street Redevelopment Conceptual Design Report (Freeman, French & Freeman), Official Reports be acquired?

The 2003 conceptual design report that should be considered from Freeman, French & Freeman has been posted to the website link provided in the RFP.

- We have acquired a copy of the 2006 Streetscape and Design Guidelines Cultural Arts Corridor and Durkee Street Redevelopment Concept Design Report (Fred Keil). RFP cities the date as 2009. Is this a typo or there a later iteration of this report? If the latter, where can copies of this report be acquired?

There is a 2009 version of the document posted on the link provided in the RFP. The report is titled "Streetscape and Design Guidelines for the Downtown Area - May 2009"

RFP Section: Work Tasks

- What information is currently available from the city of market assessment vs. what information needs to be compiled? (Task #3, item 1)
 - Built space documentation-
 - Areas
 - Occupancy
 - Description (e.g. quality)
 - Rent rates
 - Vacancy rates
 - Assessed values
 - Public Utilities
 - Public infrastructure
 - City Development policies and regulations
 - Real Estate Tax Structure
 - Geotechnical information for Durkee Street Site

Please visit the city website for available information. GIS are available the site as well.

- Clarify scope of "study area". (Task #3, item 1)

The "study area" is currently the 380 vehicle municipal lot, the 4 story Gateway Office Building (14 Durkee Street), the Farmer's Market, the Westelcom Park which connects the Durkee Street area to the Arts Corridor and the former Highway Oil site along with the waterfront adjacent to the lot.

- Clarify scope of “Downtown Plattsburgh”. (Task #3, item 2)
 - Central Business District (Downtown area) previous reports identify the downtown area between Catherine and Broad Streets and Oak and the Saranac River, about 95 acres with some bumps at the periphery. From the City’s standpoint is this the “downtown area” as discusses in the RFP?

The Downtown area for the purposes of the RFP is defined as the area boundaries of Cornelia St, Oak St, Durkee/City Hall Place and Broad St. The area will include the streets in this boundary to include Bridge St.

- Clarify scope of “regional market” for Market Analysis (Task #3, item 2)

Regional market is the North Country Region as defined by the North Country Regional Economic Development council.

- Has there been a previous Phase 1 Environmental assessment of the Highway Oil site or building? If so who performed the initial tests and are copies of the report available? (Task 2)

No

- Has there been a previous Phase 2 Environmental assessment of the Highway Oil site or building? If so who performed the initial assessment and are copies of the report available? (Task #4)

No

- Is Phase 1 assessment to be on the site (the land) and Phase 2 on the building? Or is it the intent of the RFP that “site” and “building” refer to the same work scope? (Task #2 and #4)

Site and building refer to the same work scope. Phase 1 will encompass the site and the building; Phase 2 will encompass the both as well.

- Are tasks 1 thru 8 intended to be conducted sequentially in the given numeric order? (Task #1-Task #8)

Yes, to the greatest extent possible, the tasks should be conducted sequentially in the given numeric order.

- Please clarify your intended meaning of the term “action plan”. (Task #1)

The Consultants will create a clear, prioritized, actionable plan that will outline roles and responsibilities within the City. The plan will be mindful of ensuring that economic

growth and opportunity reaches all sectors of our community and also serves as a draw for bringing tourists to our region.

- Does the City intend to plan and organize the public meetings or is this to be managed by the Consultant as per the Consultant's proposed schedule? (Task #6)

The Consultants will be responsible for planning and organizing public meetings.

- Does the City have access to spaces appropriate for public meetings available for use at no cost? (Task #6)

Yes, the City has access to spaces appropriate for public meetings available for use at no cost.

RFP Section: Administration

- Is the owner required to adhere to the Consultant's proposed schedule? What is the anticipated process and time required for interim approvals during the study?

The City and the Consultants will agree to a schedule. The Consultants will adhere to the schedule once it is approved by the City.

RFP Section: Durkee Street Advisory Committee

- Has the Durkee Street Advisory Committee already been established? Is the committee to be the owner's (City's) authorized representative for all contractual obligations?

Yes, the Advisory Committee has been established. The Committee will act in an advisory role. The Mayor is the authorized representative for all contractual obligations.

1. Can the city modify the insurance requirements to reflect a \$1,000,000/2,000,000 policy?

Yes, the city will modify the insurance requirements to reflect a \$1,000,000/2,000,000 policy.

2. Will a request for a waiver be allowed since none of the consultants we need are MWBE.

The requirement is 30% MWBE certified business participation. There is a certified MWBE finder website --

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>

3. Tasks #1-8 should be sequentially; based on experience with similar projects, the tasks will overlap in any time frame and the study must be developed as a whole. Will the Durkee Street Advisory Committee have the authority to direct the consultants efforts?

The Durkee Street Advisory Committee serves in an advisory capacity only; the Director of Community Development will direct the consultants efforts based on input from the Durkee St. Advisory Committee.

4. I receive the NYS Reporter daily, was the Downtown Revitalization Project - Durkee Street advertised in the NYS Reporter?

No, the Project was not advertised in the NYS Reporter.