

RFQ - Nomination Document Preparation for Step 2 Brownfield Opportunity Area Project
in the Village of Philmont, NY

Questions & Answers – Set # 1, 01/14/13

1. The Contract Reporter notice for the project includes M/WBE goals for the project but they are not mentioned in the RFQ. Are there M/WBE goals and should our meeting them be addressed in the RFQ?

A firm can include M/WBE information in response to *Description of the consultant team, and/or Personnel* outlined on page 3 of the RFQ. M/WBE goals for the project will be included in the RFP.

2. Is there a BOA Step 1 Pre-Nomination Study on file with the DOS?

The 2003 Village of Philmont Comprehensive Plan was submitted as a Step 1 Pre-Nomination equivalent, and is available at <http://pbinc.org/summit/>

3. The press release for the Brownfield Opportunity Areas (BOA) program said that the Village received \$225,000, but the RFQ says the total project cost is \$181,000. Can you please verify the project budget for us?

As stated in the RFQ for consultant services the total project cost is estimated at \$181,000 to address the scope of work as explained in the RFQ on pgs 1-2 and pgs 5-6.

4. We see that you have recently issued your RFP for the project and would like the opportunity to possibly meet with you this week to further discuss your thoughts and ideas about this important project.

Right now, the RFQ is for qualifications. No meetings with interested firms or project teams are being conducted at this time.

5. Task 7 of the Preliminary Scope of Work states that the consultant will “contribute to the creation of a timely and relevant Economic and Market Trends Analysis”. Is the Village planning on working with an additional consultant on the Economic and Market Trends Analysis or doing some of this work itself?

Responses to the RFQ should include the firm's or consultant team's qualifications to complete the Economic and Market Trends Analysis as outlined in #7 on page 5 of the RFQ. The Village of Philmont is not planning on working with an additional consultant on the Economic and Market Trends Analysis.

6. We would like to visit the site, and wonder if you or another project designee is available for this purpose.

Right now, the RFQ is for qualifications. At this stage we are not conducting any tours of the site, but a firm or project team can visit the site area independently.

7. Was a Step 1- Pre-Nomination Study completed? Who prepared the study? Are copies available?

The 2003 Village of Philmont Comprehensive Plan was submitted as a Step 1 Pre-Nomination equivalent and is available at <http://pbinc.org/summit/>

8. RFQ Page 2, 3rd paragraph references the Standard Clauses for NYS Contracts and the Agency Specific Clauses as being attached, we did not find them. Can you please provide?

For clarification purposes the RFQ page 2, 3rd paragraph is referring to the *Village of Philmont Standard Clauses for Contracts*. This document will be provided to the selected firm(s) and/or project team at the time of contract negotiations in response to the RFP.

9. Please confirm that the estimated \$181,000.00 is the anticipated fee for the selected consultant(s) to complete the identified scope of work and is not also allocated for work to be completed by a private project administrator or include "in-kind" services to be performed by the Village of Philmont or Philmont Beautification?

Approximately \$181,000 is the estimated fee for the selected consultant firm or consultant team to complete the identified scope of work. The amount does not include work to be completed by Philmont Beautification, Inc., performing as project administrator or include "in-kind" services to be performed by the Village of Philmont.

10. Is a project budget requested at this stage? If so, should it include hourly rates and a detailed breakdown of costs by task?

No. At this stage we are requesting qualifications from interested firms and/or project teams.

11. According to our review the Village of Philmont - Step 2 - BOA Work Plan does not include the requested "engineering assessment for the use of micro-hydro along waterway of Summit Dam, and Agawamuck Creek drops, and holding ponds," or the requested "Phase 1 Environmental Site Assessments (ESA) of two (2) potential brownfield sites." These scope items are listed under Item 2 of the "Preliminary scope of work for the consultant" page 5 of the RFQ. Please clarify that these two scope items will be the responsibility of the selected consultant(s) for this stage of the work.

Both scope items will be the responsibility of the selected firm and/or project team in relation to the project goals and objectives.

12. Are there previous reports available on the environmental quality of Summit Reservoir?

A report of a few recent sediment core sampling taken at Summit Reservoir in October 2012 will be made available to the selected firm and/or project team. Two recent Water Quality Assessments completed in 2012 are now available under Documents at <http://pbinc.org/summit/> . No other environmental quality data exists to our knowledge at this time.

13. What were the previous uses of the two brownfield sites?

The site area, including the Summit Reservoir was constructed in the 1800's in relation to several industrial mill facilities driven by hydro-power. There are several potential brownfield sites located in the area.

14. Are these sites listed by NYSDEC?

Not to our knowledge.

15. And if so, are there reports available that address contaminant concentrations and extent at those sites.

Not to our knowledge at this time.

16. In addition to the 2003 Comprehensive Plan, are there other relevant public reports that provide additional background for the BOA application?

All readily available information is published at <http://pbinc.org/summit/>

17. Will there be any opportunity to be given a tour of the Nomination Area prior to the submittal of our Qualifications?

Right now, the RFQ is for qualifications. At this stage we are not conducting any tours of the site, but a firm or project team can visit the site area independently.

18. It is my understanding that because DOS has already outlined the Work Plan for the BOA project, the Village released an RFQ, which generally asks the consultant to describe our team's qualifications and experience. However, page 3 of your RFQ requires a project approach which does not specifically reference the tasks included in the DOS work plan, nor does the Preliminary Scope of Work outlined on page 5. Can you please explain further what you are expecting in our submittal?

Right now, the RFQ is for qualifications. Please refer to the *Preliminary Scope of Work* on pg 5 in reference to responding to the Submittal Content as explained on pg 3. The RFP will include specific BOA Tasks to be addressed by consultant firms and/or a project team,

19. Also, will you require a detailed timeline per task (from the DOS work plan) and a cost breakdown per task with hourly rates?

No. We are not requesting this information in response to the RFQ.